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KWIC Index to Services

1987

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User Questionnaire

1. Are you employed by the Ontario Government.

☐ YES ☐ NO

2. Generally speaking, how often do you use the KWIC Index?

☐ very often ☐ often ☐ seldom ☐ never

3. For what main purposes do you use the KWIC Index?

☐ to provide information to others

☐ to find information for my own use

☐ other: (please explain) _____

4. Do you find the information in the KWIC Index to be:

a) accurate? ☐ YES ☐ NO

b) complete? ☐ YES ☐ NO

if you answered "no", please provide details:

5. Please give your comments or suggestions regarding the KWIC Index.

To: Ministry of Government Services
Access Databases and Directories
6th Floor, Ferguson Block
77 Wellesley Street West
Toronto, Ontario.
M7A 1N3

This form may be dropped off at any Ontario Government office, where it will be forwarded free of charge to the above address.



Government of Ontario

KWIC Index to Services

1987

Notice: French-language directory of services

A french-language directory of services entitled "Services offerts au public" will be available in the summer of 1987. Instructions for obtaining a copy are on page viii.

Avis: Répertoire en français des services

Un répertoire en français intitulé "Services offerts au public" sera disponible au cours de l'été 1987. Pour savoir comment vous procurer ce répertoire, reportez-vous à la page viii.



Ministry of Government Services
Information Services Branch
Access Databases & Directories Section

Hon. Sean Conway
Acting Minister
Gérard J.M. Raymond
Deputy Minister

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KWIC Index and Government Telephone Directory

- The KWIC (Key Word in Context) INDEX TO SERVICES is prepared by the Information Services Branch, Access Databases and Directories Section. It is designed to provide the user with "key word" access to the descriptions of the branches, programs and agencies of the Ontario Government, and the offices which provide the service.

If you have any comments or suggestions about the KWIC Index, you may contact your KWIC Index Coordinator, (see page vii) or complete the Questionnaire on page i and send it to the address shown.

If, after using the KWIC Index, you are unable to find the source of the information or service you require, call the Citizens' Inquiry Bureau at 965-3535.

The KWIC INDEX is revised annually. If you want to be informed of its release, please clip and mail this form:

Ministry of Government Services
Information Services Branch
Access Databases and Directories
Ferguson Block, 6th Floor
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I would like to be notified when the next edition of the KWIC INDEX TO SERVICES is issued.

Name: _____

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-
- The GOVERNMENT OF ONTARIO TELEPHONE DIRECTORY, a companion reference to the KWIC INDEX is organized by ministry, division, branch or agency, and includes the names and telephone numbers of key people. It contains an alphabetical listing of employees and their telephone numbers, cross-referenced to the ministry office listing.
 - For information on how to obtain Government Publications see page viii.

KWIC Index Coordinators

In each ministry, an appointed KWIC Index Coordinator is responsible for:

- coordinating the preparation of all service descriptions within his/her ministry, for publication in the KWIC Index.
- coordinating the orders and distribution of the KWIC Index for his/her ministry.

Ministry	Name	Phone
Cabinet Office	Violet Niggli	965-7099
Management Board of Cabinet	Marg O'Brien	586-2101
	Cynthia Bedborough	965-5768
Legislative Assembly	Linda Phillips	965-4028
Agriculture and Food	Wendy Stockwell	965-1421
Attorney General	Terry Bambao	965-9010
Citizenship and Culture	Debbie Strauss	965-0289
Colleges and Universities	Mavis Carlton	965-6789
Community and Social Services	Alex Honeyford	965-1818
Consumer and Commercial Relations	Romeo Fernandez	963-0491
Correctional Services	Ross Virgo	750-3421
Education	Mavis Carlton	965-6789
Energy	Janet McNally	965-1467
Environment	323-4321
Financial Institutions	James McIntyre	963-0477
Francophone Affairs	Gilles Liboiron	965-3865
Government Services	Maria Mikelenas-McLoughlin	965-6606
Health	Esther Lucas	965-3755
Housing	Ruth Esdelle	585-7041
Industry, Trade and Technology	Janet Thuell	965-5466
Intergovernmental Affairs	Helen Morgan	965-4706
Labour	Hayleen Taylor	965-6115
Municipal Affairs	Ruth Esdelle	585-7041
Native Affairs	T.K. Eger	965-4827
Natural Resources	Cindy Blancher	965-5134
Northern Development and Mines	Cal McDonald	965-7577
Revenue	Neil Rodgers	(OSHAWA) 433-5779
Skills Development	Donna Alberts	965-8276
Solicitor General	Walt Jurgen	965-3360
Tourism and Recreation	Sharon Airhart	963-2355
Transportation and Communications	Peigi Rockwell	235-4875
Treasury and Economics	Betty Webster	965-1643
Women's Issues	Bill Coleman	965-7785
	Lydia Oleksyn	965-5824

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To Order Publications:**in Toronto call:** 965-6015;

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in Ontario, dial 1-800-268-7540

In area code 807 ask operator for:

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or write to:MGS Publications Services,
5th Floor, 880 Bay St.,
Toronto, Ontario M7A 1N8.**TTY-TDD (Teletype) service for the deaf:**

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Ontario Government Bookstore

880 Bay Street.

2 Blocks North of College

Monday – Friday, 9 am to 5 pm

in Windsor

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in Ottawa

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10 Rideau Street.

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Thursday & Friday, 9:30 am to 9 pm

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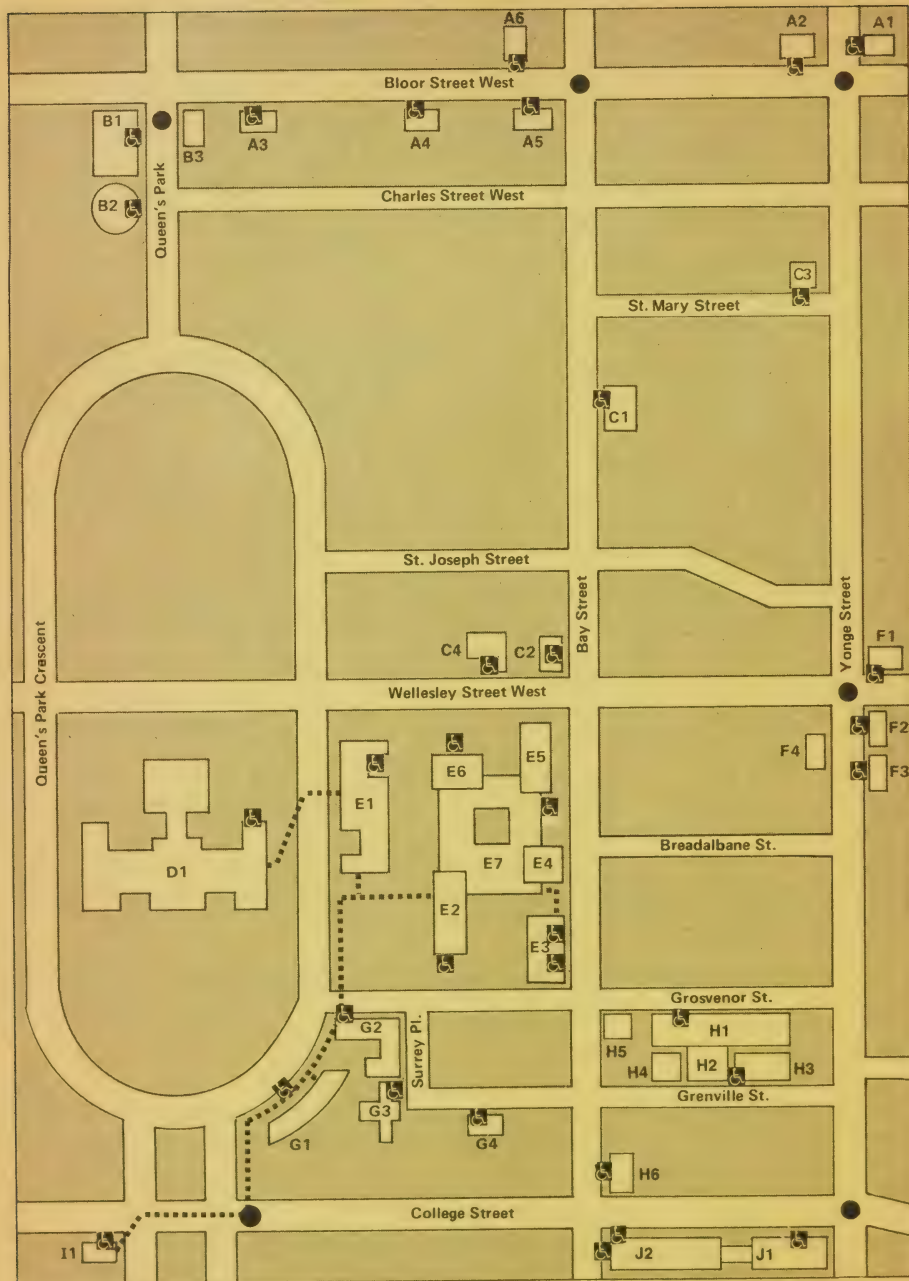
Renouf Publishing Company,

61 Sparks Street.

Ontario Public Servants who require additional copies of the KWIC Index should contact their KWIC Index Coordinator (page vii).

KWIC INDEX TO SERVICES \$3.75 (3.50 + .25 R.S.T.)

QUEEN'S PARK AREA MAP



QUEEN'S PARK AREA MAP

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Queen's Park and Vicinity

Key ● Subway ♿ Wheelchair Access ■■■■■ Tunnel (Entrance from first basement)

Legend

- A1 – 2 Bloor St. E.
- A2 – 2 Bloor St. W.
- A3 – 151 Bloor St. W.
- A4 – 101 Bloor St. W.
- A5 – 77 Bloor St. W.
- A6 – 80 Bloor St. W.
- B1 – 100 Queen's Park (Royal Ontario Museum)
- B2 – 100 Queen's Park (Planetarium)
- B3 – 125 Queen's Park (Q.P. Entrance) (Ombudsman Office)
- 157 Bloor St. W. (Bloor St. Entrance) (Public Complaints Commission)
- C1 – 1075 Bay St. (The Citadel)
- C2 – 56 Wellesley St. W. (Suncor)
- C3 – 10 St. Mary St.
- C4 – 62 Wellesley St. W.

- D1 – 111 Wellesley St. W. (Legislative Building)
- E1 – 99 Wellesley St. W. (Whitney Block)
- E2 – 80 Grosvenor St. (Hepburn Block)
- E3 – 880 Bay St. – 50 Grosvenor St.
- E4 – 900 Bay St. (Mowat Block)
- E5 – 900 Bay St. (Hearst Block)
- E6 – 77 Wellesley St. W. (Ferguson Block)
- E7 – 900 Bay St. (MacDonald Block)
- F1 – 10 Wellesley St. E.
- F2 – 555 Yonge St.
- F3 – 543 Yonge St.
- F4 – 558 Yonge St.
- G1 – 7 Queen's Park Cr. (Frost Building South)
- G2 – 95 Grosvenor St. (Frost Building North)
- G3 – 2 Surrey Place
- G4 – 77 Grenville St. (Archives of Ontario)
- H1 – 25 Grosvenor St. (George Drew)
- H2 – 26 Grenville St. (Coroner's Office)
- H3 – 18 Grenville St. (Q.P. Credit Union)
- H4 – 34 Grenville St.
- H5 – 863 Bay St.
- H6 – 801 Bay St.
- I1 – 700 University Ave. (Ont. Hydro)
- I2 – 620 University Ave. (Old Hydro Bldg.) (Office of Legislative Services)
- I3 – 500 University Ave. (Supreme Court Reporter's Office) (Ontario Manpower Commission)
- J1 – 444 Yonge St. (Provincial and Small Claims Courts)

- J2 – 777 Bay Street (College Park)
- J3 – 700 Bay Street (LuCliff Place)
- L1 – 454 University Ave.
- L2 – 434 University Ave.
- L3 – 400 University Ave. (Travelers Tower)
- L4 – 180 Dundas St. W.
- L5 – Atrium on Bay
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field and horticultural crops, information	AG & FOOD 27	4
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Min of Consumer & Commercial Relations Agency	CCR 36	17
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commodities		
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futures trading, inquiries, registration	MFI 7	2
Commodity Board Members Act, applications, appeals	AG & FOOD 39	
Commodity Futures Act, administration	MFI 7	2
Commonwealth Parliamentary Association	LEGISLATIVE 3	
Communication and Management Services Division	ENERGY 3	2
Communication Services Br		
Min of Education	EDUC 20	2
Min of Energy	ENERGY 5	2
communications		
aids, devices, blind persons, low vision	HEALTH 43	2
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policy, operational, technical advice, federal liaison,		
publications	MTC 7	4

service, improvement	MTC 8	472
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technology, applications	MTC 8	472
Communications and Marketing Br		
Media Production Unit	MCC 4	105
Min of Citizenship & Culture	MCC 3	105
Communications and Promotion Services	MITT 1	310
Communications Br		
Human Resources Secretariat	MBC 20	13
Min of Agriculture & Food	AG & FOOD 2	37
Min of Citizenship & Culture (Communications & Marketing Br)	MCC 3	105
Min of Colleges & Universities	MCU 1	122
Min of Community & Social Services (Communications Group)	COMSOC 1	126
Min of Consumer & Commercial Relations (Communications Services Br)	CCR 5	155
Min of Correctional Services	CORRECTIONS 7	179
Min of Government Services (Communications and Customer Services Br)	MGS 1	242
Min of Health (Communications and Information Br)	HEALTH 2	261
Min of Housing	HOUSING 3	288
Min of Industry, Trade & Technology (Communications & Promotions)	MITT 1	310
Min of Intergovernmental Affairs (Information Services)	MIA 1	324
Min of Labour	LABOUR 11	331
Min of Municipal Affairs	MUN AFF 3	349
Min of Natural Resources (Communications Services Br)	MNR 2	360
Min of Northern Development & Mines (Communications Services Br)	NDM 1	396
Min of Revenue (Communications Services)	REVENUE 21	419
Min of Skills Development (Communications and Marketing Br)	SKILLS 2	422
Min of Solicitor General (Communications Services Br)	SOL GEN 4	430
Min of the Attorney General	ATT GEN 1	57
Min of the Environment	MOE 1	217
Min of Tourism and Recreation	MTR 2	458
Min of Transportation & Communications (Public & Safety Info Br)	MTC 3	470
Min of Treasury & Economics (Communications Services Br)	TREASURY 3	500
Communications Division	MTC 7	472
Communications Group	COMSOC 1	126
Communications Services	REVENUE 21	419
Communications and Information Br	HEALTH 2	261

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Community Airport Program	NDM 12	4
Community and Public Health Division	HEALTH 9	2
community centres		
liaison, public entertainment standards	CCR 25	1
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<i>community colleges, see colleges</i>		
Community Corrections Br		
Community Design and Implementation Unit	CORRECTIONS 23	1
Field Support and Coordination Unit	CORRECTIONS 23	1
community development		
leadership, participation, consulting, grants	MCC 27	1
Native peoples	MCC 31	1
recreation, sports, fitness, programs, resources	MTR 14	4
resource material	MCC 7	1
Community Economic Transformation Agreements (CETA)	TREASURY 15	5
Community Facilities Improvement Program		
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grants	MCC 11	1
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Bail Verification and Supervision	CORRECTIONS 26	1
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Community Service Orders	CORRECTIONS 27	1
Fine Options Program	CORRECTIONS 29	1
Native Program Coordination	CORRECTIONS 28	1
Restitution Program	CORRECTIONS 30	1
Victim Assistance Program	CORRECTIONS 24	1
Community Health Centre (CHC)	HEALTH 12	2
Community Health Programs Br		
Health Service Organization & Community Health Centre Program	HEALTH 12	2
Home Care Program	HEALTH 11	2
Min of Health	HEALTH 10	2
Placement Coordination Services	HEALTH 13	2
Community Information Services Program	MCC 21	1
Community Mental Health Br	HEALTH 46	2
Community Mental Health/Addictions Services Program	HEALTH 46	2
Community Pastures	AG & FOOD 8	

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studies, grant programs, administration	MUN AFF 8	350
technical advice, handbooks, municipalities, development industry	MUN AFF 12	352
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Community Planning Advisory Br	MUN AFF 8	350
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Dangerous Goods Transportation Project	MTC 56	48
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Vehicle Standards Office	MTC 55	48
Weights and Dimensions Office	MTC 54	48
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Compulsory Automobile Insurance Act, administration	MFI 6	23
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Education Centre	MGs 16	24
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services, provision, regional offices	MTC 67	4
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Corporate Planning and Financial Management Br	EDUC 5	197
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Northern Ontario, communities	NDM 10	398
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studies, community improvement	MUN AFF 8	350
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PARLIAMENT
(encompasses three areas of responsibility)

LEGISLATIVE

- enacts, amends, and repeals legislation
- authorizes the collection of funds
- debates the policies put forth by the Government

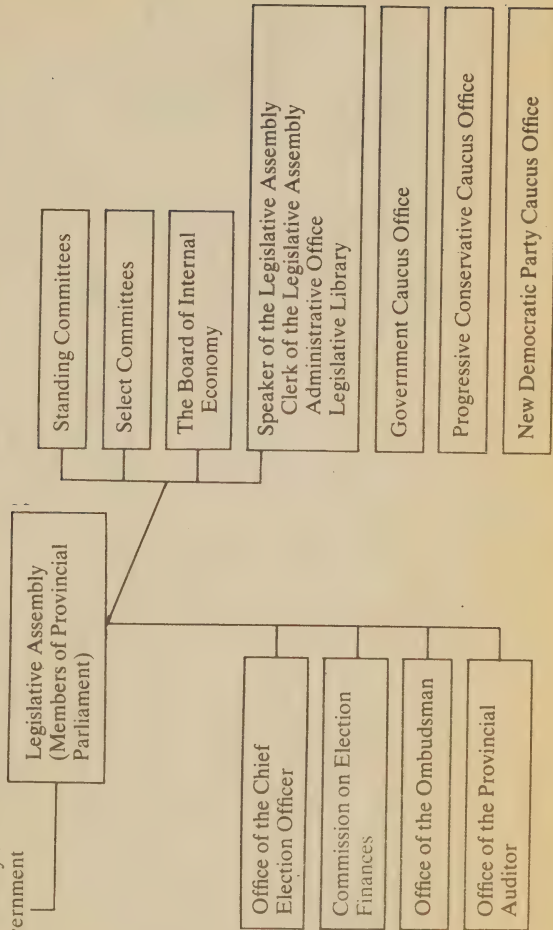
JUDICIARY

- adjudicates civil & criminal disputes through all levels of courts in the province

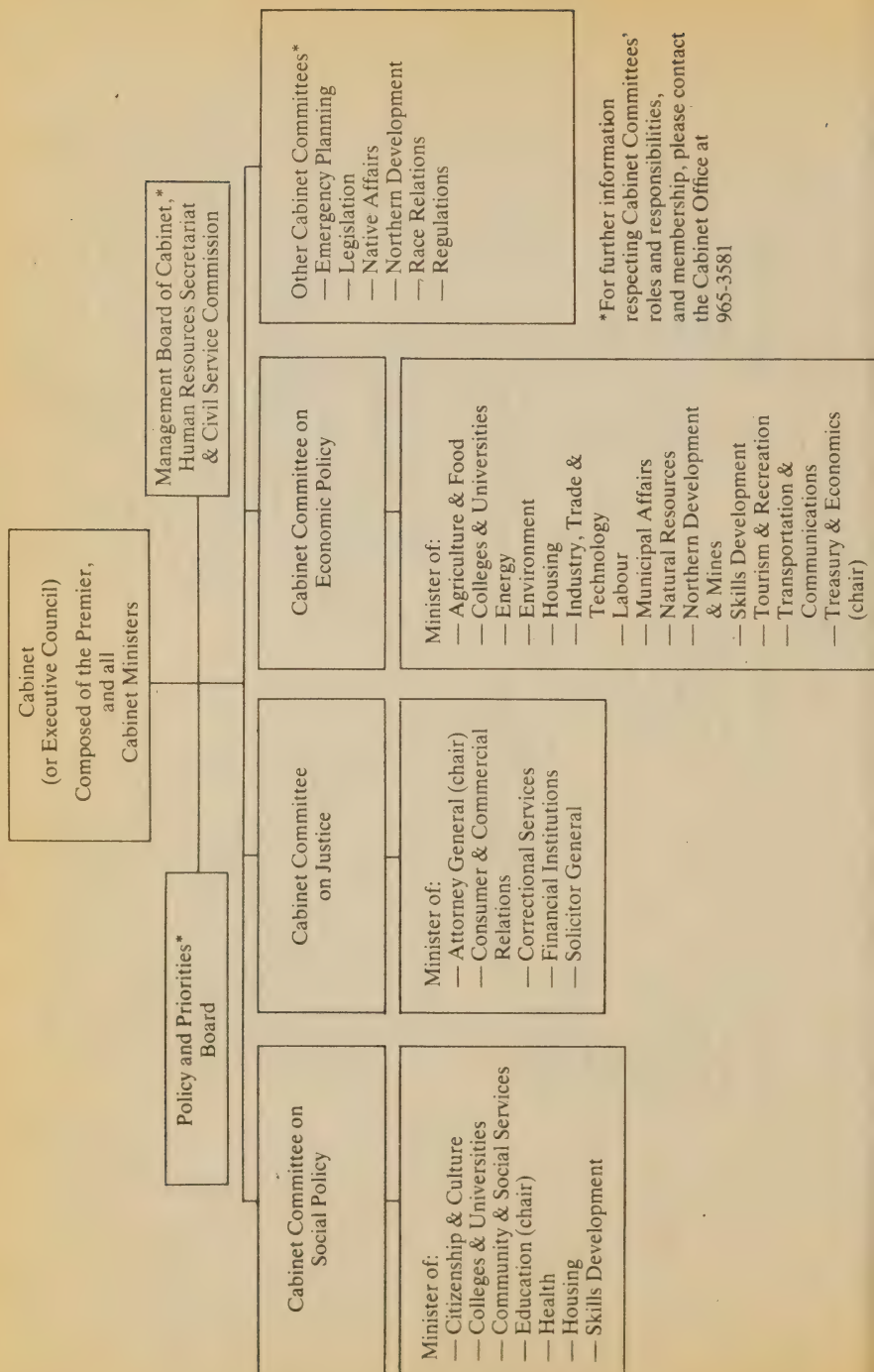
EXECUTIVE

- formulates government policy
- administers government programs

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CABINET AND ITS COMMITTEES



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THE ONTARIO GOVERNMENT

The three major divisions of parliamentary government in Ontario are the Executive, the Legislative and the Judiciary.

Executive: The Queen, represented by the Lieutenant Governor, is the nominal executive and head of state. The Premier and Ministers of the Crown (Cabinet) form the active executive, formulate government policy and administer its programs.

The basic units of the administrative structure headed by the office of the Premier are the 26 Ministries (e.g., Education, Health, Environment), each responsible to a Minister in Cabinet.

Legislative: The legislative function is the responsibility of the Legislative Assembly composed of the elected members, including the Premier and other Ministers. The Assembly performs three main functions, namely: legislative - enacts, amends and repeals legislation; financial - authorizes the imposition of taxes and reviews expenditure estimates; critical - discusses and criticizes policies put forward by the Executive.

Judiciary: The judiciary is responsible for the administration of justice by adjudicating civil and criminal disputes through the Ontario courts system which is constituted by provincial statute. Provincial court judges are appointed provincially by the Lieutenant Governor in Council. County, district court and Supreme Court of Ontario judges are appointed federally by the Governor General in Council. Courts administration is the responsibility of the Ministry of the Attorney General.

THE CABINET

CABINET

Legislative Bldg., Rm. 381
Queen's Park, Toronto M7A 1A1
416-965-1945

CABINET 1

The Cabinet, officially called the **Executive Council**, exercises the executive power of the Ontario Government. The Cabinet is comprised of the Premier, Ministers with responsibility to direct ministries and Ministers without portfolio. The Cabinet Office provides staff support for Cabinet, the Policy and Priorities Board of Cabinet and the Cabinet Committees on Legislation, Justice, Economic Policy, Social Policy and other committees as required. For information on the structure of Cabinet (Executive Council), write to Cabinet Office at the above address.

OFFICE RESPONSIBLE FOR DISABLED PERSONS

700 Bay St., 3rd Flr.
Toronto M5G 1Z6
416-965-3165 (TDD/Voice)

CABINET 2

The Office Responsible for Disabled Persons was established in 1985 with the appointment of a Minister Responsible for Disabled Persons. It has four primary responsibilities: public inquiry, promotion and awareness of the abilities of **disabled persons**, policy coordination, and community liaison. The Ontario Advisory Council on the Physically Handicapped reports to the Minister Responsible for Disabled Persons.

The office promotes awareness of the government's programs and encourages the responsiveness of the policy development process to the needs of disabled persons. It

administers a **Community Action Fund** which assists organizations in undertaking initiatives that promote equality and full participation, in social and economic life of persons who are disabled.

PUBLICATIONS: Guide to Ontario Government Programs and Services for Disabled Persons; Courier Newsletter; Community Action Fund (for organizations and agencies); Inventory of Ontario Government Programs and Services for Disabled Persons (for organizations and agencies); Guide for Disabled Drivers in Ontario.

ONTARIO ADVISORY COUNCIL ON THE
PHYSICALLY HANDICAPPED

CABINET 3

700 Bay St., Ste. 203
Toronto M5G 1Z6
416-965-9537 (TDD/Voice)

The Ontario Advisory Council on the Physically Handicapped advises the government on issues concerning people with **disabilities** in Ontario.

The 17 members meet regularly in Toronto and hold periodic consultation meetings across the province. Council reports to the Legislature through the Minister Responsible for Disabled Persons and publishes an annual report.

OFFICE FOR SENIOR CITIZENS' AFFAIRS

CABINET 4

76 College St., 6th Flr.
Toronto M7A 1N3
416-965-5106

The Office for Senior Citizens' Affairs develops a policy framework for the provision of services and the coordination of existing policy and programs for **senior citizens**. It has specific responsibilities in the areas of health and social services for seniors as set out in the June 1986 **White Paper**. The Office also provides information to senior citizens and promotes recognition of their contributions to the community. It produces the 'Guide for Senior Citizens' (in English and French); promotes **Ontario Senior Citizens' Month** each June; provides **research** support for eligible projects; assists in policy development with line ministries; financially supports the **Crane Memorial Library** on geriatric and gerontological literature; and maintains links with a wide variety of seniors' organizations and professional groups in the private/voluntary sector.

ONTARIO ADVISORY COUNCIL ON SENIOR
CITIZENS

CABINET 5

700 Bay St., Ste. 203
Toronto M5G 1Z6
416-965-2324 (TDD/Voice)

The Ontario Advisory Council on Senior Citizens advises the Government of Ontario through the Minister for Senior Citizens' Affairs on matters pertaining to the well-being of the aged and aging population in Ontario. Council promotes the development of opportunities for self-help for **senior citizens** and reviews current policies which concern aged and aging persons. Appointed by Order-in-Council, it consists of 14 members from across the Province who meet regularly. An annual report is published. Council produces a quarterly **publication**, 'Especially for Seniors', which is mailed to all Ontario senior citizens receiving the Old Age Security Pension.

ACTS

ACTS

CABINET 6

The Office of the Premier administers the following Acts:

Executive Council Act

Lieutenant Governor Act

Policy and Priorities Board of Cabinet Act

Representation Act

MANAGEMENT BOARD OF CABINET

Frost Building South

Queen's Park, Toronto M7A 1Z6

The Treasury Board preceded the Management Board of Cabinet. The Treasury Board, composed of members of the Executive Council, was first established in 1886 under the Audit Act, and continued from 1954 under the Financial Administration Act. The Board, with the Treasurer as Chairman, acted as a committee of the Executive Council on all matters relating to finance, revenues, estimates, expenditures and financial commitments.

Amending legislation of 1956 and later years provided that the Board have a Secretary with a staff. The Treasury Board Secretariat came to function as a department.

In December, 1971, the Management Board of Cabinet and its Secretariat were established under the Management Board of Cabinet Act.

MANAGEMENT BOARD OF CABINET

MANAGEMENT BOARD OF CABINET

MBC 1

Frost Bldg. S., 7th Flr.

Queen's Park, Toronto M7A 1Z6

416-586-2000

The Management Board of Cabinet is the Committee of Cabinet comprising a Chairman (586-2020), a Vice-Chairman and four to six other members of the Executive Council designated by the Lieutenant-Governor-in-Council, responsible for coordinating the financial and administrative operations of the government. The Board operates under the authority of the Management Board of Cabinet Act. It officially represents the Government of Ontario as the employer of its public servants.

MANAGEMENT BOARD SECRETARIAT

MANAGEMENT BOARD SECRETARIAT

MBC 2

Frost Bldg. S., 7th Flr.

Queen's Park, Toronto M7A 1Z6

416-586-2000

The Management Board Secretariat provides analytical and administrative support to the Management Board of Cabinet. Divisions and branches of the Management Board Secretariat are described in the entries that follow. The Office of the Secretary directs the operation and administration of the Management Board Secretariat.

PROGRAMS AND ESTIMATES DIVISION

PROGRAMS AND ESTIMATES DIVISION

MBC 3

Frost Bldg. S., 6th Flr.

Queen's Park, Toronto M7A 1Z6

416-586-2131

The Programs and Estimates Division is responsible for corporate expenditure and manpower control and the Expenditure Estimates process, and is a major participant in the Government's Resource Allocation process. The Division ensures that formal attention

8 Management Board of Cabinet

is given to results in the management of programs. It supports and advises Management Board and other Cabinet Committees in reviewing program implementation plans and proposals, and assessing financial, manpower and results implications of proposed new or revised legislation, regulations, policies and programs. To discharge these functions, the division is organized into three branches: Education and Social Services (586-2060), Justice and General Government (586-2001), and Resources Development (586-2022). These three branches have common responsibilities in relation to ministries and Cabinet Committees.

A fourth branch, Expenditure Policy and Divisional Services (586-2070), coordinates general expenditure and manpower control policies, as well as services for the division.

The fifth branch, Government Activity Review (586-2022), implements the Managing by Results concept and, in conjunction with other ministries, reviews government programs.

INFORMATION TECHNOLOGY DIVISION

INFORMATION TECHNOLOGY DIVISION

MBC 4

56 Wellesley St. W., 4th Flr.
Toronto M7A 1Z6
416-586-2121

The Information Technology Division develops and supports corporate administrative policies, strategies and plans which encourage the effective use of information technology in the Ontario Government.

The Division also advises the Chairman and Secretary of the Management Board of Cabinet on information technology issues and provides information systems support services and facilities to the Management Board Secretariat.

The Information Technology Division administers a **Technology Opportunity Fund** that offers development funds to ministries to promote the wise use of new technologies for improved government productivity.

MANAGEMENT POLICY DIVISION

MANAGEMENT POLICY DIVISION

MBC 5

Frost Bldg. S., 6th Flr.
Queen's Park, Toronto M7A 1Z6
416-586-2030

Management Policy Division develops and administers Management Board approved administrative and management policies. These cover a wide range of activities, including procurement of goods and services, real property and creative services, **Freedom of Information**, agency administration, employee expenses and the **Visual Identity Program**. It advises Management Board on exemptions from such policies and on revisions to existing ones. A major responsibility is the provision of information and advice to ministries of the Ontario Government on their administrative and management systems. The division is also responsible for the Management Board of Cabinet **Directives and Guidelines**.

Management Policy Division promotes effective government organization and develops and applies policies to ensure consistency in government administration. It advises Man-

agement Board and the ministries on changes to existing organizations and the establishment of new ones, on the number and nomenclature of executive positions and the organizational implications of new policies and programs. Advice is provided to Management Board on the roles, responsibilities and reporting relationships of agencies in the Ontario Government.

CIVIL SERVICE COMMISSION

CIVIL SERVICE COMMISSION

Frost Bldg. S., 3rd Flr.

Queen's Park, Toronto M7A 1Z5

416-965-3189

MBC 6

The Civil Service Commission monitors and reports on the performance of the government as an employer, with particular emphasis on compliance with the Public Service Act and the maintenance of the merit principle. The Commission is also responsible for developing corporate values on matters such as conflict of interest and employee ethics. The Commission's authority for policy development and administration with respect to human resources management has been delegated to the Human Resources Secretariat and the ministries.

HUMAN RESOURCES SECRETARIAT

HUMAN RESOURCES SECRETARIAT

Frost Bldg. S., 7th Flr.

Queen's Park, Toronto M7A 1Z5

416-965-2076

MBC 7

The Human Resources Secretariat, as the corporate advocate for promoting the best practices in human resources management, provides advice and support to ministries. The Secretariat develops human resources management policies, programs, and initiatives in consultation with ministries, and in support of the business of government. The Secretariat also acts on behalf of Management Board of Cabinet, the employer, in collective bargaining and employee relations matters, and on behalf of the Civil Service Commission for most human resource functions set out in the Public Service Act.

EMPLOYEE RELATIONS AND COMPENSATION DIVISION

Frost Bldg. S., 3rd Flr.

Queen's Park, Toronto M7A 1Z5

416-965-1009

MBC 8

The Employee Relations and Compensation Division acts on behalf of the employer in all matters concerning collective bargaining and employee relations; develops, recommends, implements and maintains policies and standards on pay and position administration; monitors pay and classification in the public service; develops policies on benefits and pensions for public servants; and provides advice and guidance to ministries and government agencies on special compensation issues.

STAFF RELATIONS BRANCH

MBC 9

Frost Bldg. S., 2nd Flr.
Queen's Park, Toronto M7A 1Z5
416-965-2002

The Staff Relations Branch represents the Crown as the employer in all **collective bargaining** in the **Ontario Public Service**. It determines and coordinates policy on **labour relations** with all ministries. The branch collects, analyzes and exchanges **statistics** and other data on **employment** and **compensation** practices in the public and private sectors.

NORTHERN ONTARIO RELOCATION PROGRAM

MBC 10

Ferguson Block, 9th Flr.
Queen's Park, Toronto M7A 1Z5
416-963-3801

This program provides central coordination of the human resource component in the decentralization of government operations to the North. It assists ministries with the identification, research and resolution of human resource issues, as well as formulation of recommendations for changes to policy and procedures through a coordinator's council to the Deputy Ministers' Steering Committee.

BENEFITS POLICY BRANCH

MBC 11

Frost Bldg. S., 2nd Flr.
Queen's Park, Toronto M7A 1Z5
416-965-9419

The Benefits Policy Branch develops, recommends, implements and maintains policies with respect to **pensions** and **benefit** programs for **Ontario Public Service (OPS) employees**. It coordinates activities of committees monitoring pension escalation fund and **insurance** programs; assists the Staff Relations Branch in negotiating employee benefits in the OPS and produces, updates and distributes information on benefits and pensions to all civil servants. For questions on the administration of benefit plans, call the respective ministry personnel branch or Employee Benefits and Data Services Branch, Ministry of Government Services (965-6861). Administrative support is also given to the **Quarter Century Club** of the Province of Ontario (965-5761).

PAY AND CLASSIFICATION BRANCH

MBC 12

Frost Bldg. S., 2nd Flr.
Queen's Park, Toronto M7A 1Z5
416-965-1022

The Pay and Classification Branch administers the classification of all non-executive positions in the Ontario Public Service (OPS). It develops policy and standards for classification and makes recommendations to the Commission on **pay** policy for **Ontario Public Service employees**. The Branch recommends pay revisions for management and bargaining unit classes and develops the technology used in the maintenance of pay determination processes, monitoring and cost forecasting systems. It also provides training for personnel officers and line managers in **compensation**.

CORPORATE SERVICES DIVISION

MBC 13

Frost Bldg. S., 3rd Flr.

Queen's Park, Toronto M7A 1Z5

416-965-3179

This Division provides corporate services and policy direction to ministries in staffing, education and the **French** language, and a corporate consultative service capability in human resources management. As well, the Division provides financial, administrative, and personnel services to the Human Resources Secretariat, the Civil Service Commission, and the Public Sector Pensions Advisory Board, and personnel services to the Management Board of Cabinet.

The Division has three branches: Education Services, Staffing Services, and Administrative Services.

EDUCATION SERVICES BRANCH

MBC 14

151 Bloor St. W., 9th Flr.

Toronto M5S 1S4

416-965-3935

The branch has 3 sections: Education Programs, French Language Services, and Consulting Services.

Education Programs Section (965-1438) provides a wide range of corporate training and development courses and seminars on a charge-back or fee-for-service basis. It supports Ministries in areas of **educational** needs analysis, train the trainer methodologies and in-house and custom designed programs. An Education Programs course calendar is produced for OPS client groups.

French Language Services Section (965-4162) offers **french language** training to OPS employees. The section provides french language testing and assists Ministries with the recruitment of bilingual staff through the development and maintenance of an inventory of bilingual and francophone employees. In addition, the Section coordinates **exchanges** of Ontario Government employees with Quebec and administers the **Ontario-Quebec Student Job Exchange** program.

Consulting Services Section (965-2091) provides active assistance to Ministries in the implementation of human resource management policies, programs and initiatives. The section also offers consulting services in managing organizational change and improving organizational effectiveness.

STAFFING SERVICES BRANCH

MBC 15

Frost Bldg. S., 1st Flr.

Queen's Park, Toronto M7A 1Z5

416-965-1483

416-965-6081

The branch develops staffing policies, services and employment-related initiatives such as the internship program. It collects and analyses information on staffing activity across the Ontario Public Service, provides employment information to people and organizations outside the service, and researches employment trends and developments. Branch initiatives will also include the review of selected personnel policies and programs.

Employment Services Section (965-6081) provides staffing or recruitment services to the

ministries, agencies, boards and commissions of the Ontario government. These services include advice and help in special staffing situations involving the **disabled**, placement of employees returning to work from extended sick leave (**Long Term Income Protection** and advice on special education or work programs. The Staffing Section also maintains a **Central Resource Bank** of qualified job applicants for use by ministries to fill staffing requirements. Skill testing for applicants is administered in this Section. Services to the public include **employment** information and advice, placement of qualified applicants in the Resource Bank and provision of **job** information to secondary and post-secondary institutions.

Policy and Program Development Section (965-1483) develops policies and programs for staffing the Ontario Public Service. The Section provides advice, interpretations and assistance to ministries recruiting and selecting their employees under delegated authority. Ministry personnel administrators and line managers are trained to apply new and established staffing initiatives.

ADMINISTRATIVE SERVICES BRANCH

MBC 16

Frost Bldg. S., 3rd Flr.

Queen's Park, Toronto M7A 1Z5

416-965-1463

Administrative Services Branch coordinates the provision of financial, administrative, and personnel services to the Human Resources Secretariat, Civil Service Commission, and Public Sector Pensions Advisory Board and personnel services to the Management Board of Cabinet.

Financial Services (965-5404) offers budgetary and financial planning and analysis services to management. It also liaises with the Management Board Secretariat with respect to financial and estimates issues.

Administrative Services (965-5768) is responsible for liaison activities related to accommodation, purchasing, records management, and a central equipment centre. The section also administers a **reading room** for the Human Resources Secretariat, Civil Service Commission, Management Board of Cabinet, and Ministry of Treasury and Economics.

Information Systems (965-1401) provides and maintains human resource information. It assists the Human Resources Secretariat with systems applications, training on microcomputers and procedures for obtaining, maintaining and using records.

Personnel Services (965-2065) works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. It is responsible for the establishment of ministry personnel policies and procedures, and appropriate classification and compensation levels for all employees, staff recruitment, training, counselling and all matters affecting working conditions and performance. The section maintains personnel, payroll, and employee benefit records. Personnel Services also plans, develops and coordinates the **Affirmative Action Program** within the Human Resources Secretariat to improve the status of female employees, with the goal of ensuring equal opportunity for women.

PLANNING AND DEVELOPMENT DIVISION

MBC 17

Frost Bldg. S., 3rd Flr.
Queen's Park, Toronto M7A 1Z5
416-965-5443

This Division provides leadership in the development of plans and systems in the human resources field. It conducts research on the social/economic/legislative environment and employment policies and practices in the private and public sectors. The Division integrates various government initiatives to ensure that human resource management considerations are included in ministries' strategic plans. It also provides leadership in the development and training of executives.

EXECUTIVE MANAGEMENT BRANCH

MBC 18

Frost Bldg. S., 3rd Flr.
Queen's Park, Toronto M7A 1Z5
416-965-5435

The Executive Management Branch designs, administers, and coordinates programs related to staffing, compensation, education and human resources planning of the executive ranks of the Ontario Public Service.

PLANNING AND RESEARCH BRANCH

MBC 19

Frost Bldg. S., 3rd Flr.
Queen's Park, Toronto M7A 1Z5
416-965-3728

This branch conducts research on the social/economic/legislative environment and employment policies and practices in the private and public sectors. It develops an employment strategy which reflects these trends and is congruent with the goals and strategic direction of the government. The Branch's objective is to provide leadership both in the workplace environment and in employment practices.

COMMUNICATIONS

MBC 20

151 Bloor St. W., 9th Flr.
Toronto M5S 1S4
416-965-5621
416-965-6581

The Communications section collects, edits and publishes material for **TOPICAL** and other publications of the Human Resources Secretariat, and coordinates and processes personnel **advertising** in **JOB MART** and external media.

The section also coordinates, edits and publishes Volume 2 and its supplement of the **Manual of Administration**, the Public Service Act and Regulations, internal newsletters and other directives.

Marketing, graphic arts and publishing advice and production are provided to other areas of the Human Resources Secretariat, as requested.

PUBLIC SECTOR PENSIONS ADVISORY BOARD

PUBLIC SECTOR PENSIONS ADVISORY BOARD

MBC 2

101 Bloor St. W., 3rd Flr.

Toronto M5S 1P7

416-963-1302

The Board provides the Chairman of the Management Board of Cabinet with information and advice on all matters relating to employee pensions in the Ontario Public Sector. It provides a focus for submissions on these issues from public employers, employee unions, pensioners, plans administrators, trustees and other interested parties.

ACTS

ACTS

MBC 2

The following is a list of Acts administered by the Management Board of Cabinet.

Management Board of Cabinet Act, 1971

Public Service Act, 1981

Public Service Superannuation Act

Successor Rights (Crown Transfers Act), 1977

Superannuation Adjustment Benefits Act

LEGISLATIVE OFFICES

Legislative Building
Queen's Park, Toronto M7A 1A2

LEGISLATIVE ASSEMBLY

LEGISLATIVE 1

The Legislative Assembly, commonly called the House, consists of 125 men and women **Members of Provincial Parliament (MPP)** elected by people in their constituencies to represent them at Queen's Park. The Legislative Assembly performs three main functions: legislative (considers proposals for **legislation** or **bills**; enacts, amends and repeals legislation); financial (authorizes the collection of funds from the people of Ontario); and critical (criticizes the policies put forth by the Premier and the Cabinet to ensure that policies are in the best interests of the public). The Speaker of the Assembly is the presiding officer and is responsible for both policy and operations of the Legislature. The Clerk of the Assembly is the principal permanent officer of the Assembly and provides the Speaker and MPPs with procedural advice. The Director of Administration is responsible for financial, personnel and other associated administrative services for the Legislature.

Another important feature of the Legislative Assembly is the committee system, which is designed to enhance the legislative process. There are three types of committees, commonly known as Standing Committees, Select Committees and the Committee of the Whole House. These committees are involved in reviewing legislation, scrutinizing budget estimates and undertaking special studies or investigations.

Standing Committees, composed of a group of Members drawn from each political party, are created and given areas of jurisdiction at the beginning of each session. Standing committees meet as long as the Legislative Assembly is in session and often during recesses, and report to the Assembly from time to time on matters referred to them. Standing Committees are automatically terminated when a session ends.

Select Committees, composed of fewer Members than Standing Committees, are ad hoc groups appointed by the Legislative Assembly to inquire into specific and complex issues. A Select Committee is dissolved once its task is completed.

Committee of the Whole House refers to the Legislative Assembly when it sits in the House to debate certain matters (usually a bill after it has had second reading). Instead of the Speaker, it is the Deputy Speaker or the Chairman of the Committee of the Whole House who presides over this sitting.

Information on select and standing committees may be obtained from the Office of the Clerk of the Legislative Assembly, Legislative Building, Queen's Park, Toronto M7A 1A2, telephone 416-965-1406.

Members of Provincial Parliament and their **constituency offices** are listed below. The list consists of two parts: member/constituency and constituency/member. The member/constituency list includes constituency addresses and local and toll-free telephone numbers for each MPP. Refer to the Government of Ontario Telephone Directory for MPPs' local telephone numbers in Queen's Park, Toronto.

MEMBER/CONSTITUENCY

Richard Allen, NDP

(Hamilton West)

196 Locke St.

Hamilton L8P 4B4

416-527-2556

Philip Andrewes, PC

(Lincoln)

1212 Ontario St.

Box 879

Beamsville L0R 1B0

416-563-4973

If long distance ask
operator for Zenith 76540

George Ashe, PC

(Durham West)

37 Station Plaza

Ajax L1S 1S2

416-683-6707

Reuben Baetz, PC

(Ottawa West)

360 Richmond Rd.

Ottawa K2A 0E8

613-729-9310

Bill Barlow, PC

(Cambridge)

13 Ainslie St. S.

Cambridge N1R 3J9

519-623-5852

If long distance ask
operator for Zenith 23140

Claude Bennett, PC

(Ottawa South)

1695 Bank St., 2nd Flr.

Ottawa K1V 7Z3

613-733-6801

Leo Bernier, PC

(Kenora)

105 Main St. S.

Kenora P9N 2X7

807-468-6311 and

255 Van Horne Ave.

Dryden P8N 2C3

807-223-3000

If long distance ask
operator for Zenith 52990 and

Hwy. 72

Sioux Lookout P0V 2T0

807-737-1665 and

First St., P.O. Box 99

Hudson P0V 1X0

807-582-3594

Maurice Bossy, LIB

(Chatham Kent)

30 Raleigh St.

Chatham N7M 2M7

519-351-3713

Hon. James Bradley, LIB

(St. Catharines)

71 King St., Ste. 201

St. Catharines L2R 3H7

416-684-1661

Andy Brandt, PC

(Sarnia)

155 N. Front St.

Seaway Towers

Sarnia N7T 7V5

519-344-9434

Mike Breaugh, NDP

(Oshawa)

40 King St. W., 3rd Flr., Ste. 301

Oshawa L1H 1A4

416-723-2411

Marion Bryden, NDP

(Beaches-Woodbine)

2118 Danforth Ave.

Toronto M4C 1J9

416-421-1810

Robert V. Callahan, LIB

(Brampton)

1 Bartley Bull Parkway, Ste. 20

Brampton L6W 3T7

416-453-8453

Elinor Caplan, LIB
(Orléans)
 100 Esterbrooke Ave., Ste. 201
North York M2J 2C4
 16-494-6856 or 494-2812

Brian Charlton, NDP
(Hamilton Mountain)
 188 Queensdale Ave. E., 3rd Flr.
Hamilton L8V 1M1
 16-388-9734

Hon. Sean Conway, LIB
(Renfrew North)
 103 Renfrew St.
Renfrew K8A 5S2
 16-735-6627

If long distance ask
 operator for Zenith 20970.

Dave Cooke, NDP
(Windsor-Riverside)
 1848 Tecumseh Rd. E., Unit 8
Windsor N8T 1B8
 19-944-4343

David R. Cooke, LIB
(Kitchener)
 142 King St. W., Unit 5
Kitchener N2G 1E7
 19-579-5460

Joseph Cordiano, LIB
(Downsview)
 1056 Wilson Ave., Ste. 101
Downsview M3K 1G6
 16-630-8931

Donald Cousens, PC
(York Centre)
 1444 Woodbine Ave.
Markham L3R 4X7
 16-475-0021
 If long distance ask
 operator for Zenith 70360

Sam Cureatz, PC
(Durham East)
 34A King St. W.
Bowmanville L1C 1R3
 416-623-6663
 If long distance ask
 operator for Zenith 13140 and

192 Queen St.,
Port Perry L0B 1N0
 416-985-9968 and

909 Simcoe St. N., Ste. 4
Oshawa L1G 4W1
 416-571-2084

Hon. Alvin Curling, LIB
(Scarborough North)
 4002 Sheppard Ave. E., Ste. 204
Scarborough M1S 4R5
 416-297-5040

William C. Davis, PC
(Scarborough Centre)
 Elane Plaza Shopping Centre, Ste. 104
 2800 Eglinton Ave. E.
Scarborough M1J 2C9
 416-261-9525

Gordon Dean, PC
(Wentworth)
 6 King St. E.
Stoney Creek L8G 1J8
 416-662-4442
 If long distance ask
 operator for Zenith 15630

Hon. John Eakins, LIB
(Victoria-Haliburton)
 1 Russell St. E., Unit 3
Lindsay K9V 1Z7
 705-324-6654
 If long distance dial
 1-800-461-7672

Hon. Hugh Edighoffer, LIB
(Perth)

156 Waterloo St. S.
Stratford N5A 4B4
519-271-2081

If long distance ask
operator for Zenith 19930

Hon. Murray Elston, LIB
(Huron Bruce)

816 Queen St.
Box 565
Kincardine N2Z 2Y9
519-396-4735

If long distance ask
operator for Zenith 14520 and

198 Josephine St.
Wingham N0G 2W0
519-357-2463

If long distance ask
operator for Zenith 14520

Herb Epp, LIB
(Waterloo North)
55 Erb St. E., Ste. 315
Waterloo N2J 4K8
519-886-0780

Ernie Eves, PC
(Parry Sound)

159 Marie St.
South River P0A 1X0
705-386-0091

If long distance dial
1-800-461-7511 and

7 Miller St.
Parry Sound P2A 1S7
705-746-4266

Rick E. Ferraro, LIB
(Wellington South)
179 Woolwich St.
Guelph N1H 3V4
519-836-4190

Susan Fish, PC
(St. George)
65 Wellesley St. E., Ste. 203
Toronto M4Y 1G7
416-964-7060

René Fontaine, LIB
(Cochrane North)
12B Byng Ave.
Kapuskasing P5N 1W3
705-335-6400
If long distance ask
operator for Zenith 80880 and

810 George St., Box 2556
Hearst P0L 1N0
705-362-7444 and

Jim Foulds, NDP
(Port Arthur)
21 St. Paul St.
Thunder Bay 'P' P7A 4S4
807-345-3647
If long distance ask
operator for Zenith 80790

Hon. Ed Fulton, LIB
(Scarborough East)
255 Morningside Ave., Ste. 309
Morningside Mall
Scarborough M1E 3E6
416-281-2787

Evelyn Gigantes, NDP
(Ottawa Centre)
348 Bronson Ave.
Ottawa K1R 6J3
613-237-0212

Phil Gillies, PC
(Brantford) P. O. Box 324
172 Dalhousie St.
Brantford N3T 2J7
519-759-0361

Jim Gordon, PC
(Sudbury)
96 Larch St., Ste. 302
Sudbury P3E 1C1
705-675-1914

Tony Grande, NDP
(Oakwood)
 1753 Eglinton Ave. W.
Toronto M6E 2H7
 416-789-9866

Hon. Bernard Grandmaitre, LIB
(Ottawa East)
 25 Montreal Rd.
Vanier K1L 6E8
 613-744-4484

Bud Gregory, PC
(Mississauga East)
 77 Burnhamthorpe Rd. E., Unit 17
Mississauga L5A 3Y1
 905-276-1010

Ruth Grier, NDP
(Lakeshore)
 800 Lakeshore Blvd. W.
Toronto M8V 1H5
 416-259-2249

Larry Grossman, PC
(St. Andrew-St. Patrick)
 23 Davenport Rd.
Toronto M5R 1H8
 416-960-0815

Ruc Guindon, PC
(Cornwall)
 45 Montreal Rd.
Cornwall K6H 1B6
 613-933-6513

Ray Haggerty, LIB
(Erie)
 28 Catherine St.
Port Colborne L3K 4K8
 905-835-8342
 If long distance ask
 operator for Zenith 36950

Mike Harris, PC
(Nipissing)
 374 Fraser St., Ste. 1
North Bay P1B 3W7
 705-474-8340
 If long distance ask
 operator for Zenith 32580 and

229 Main St.
Sturgeon Falls P0H 2G0
 705-753-1620

Christine Hart, LIB
(York East)
 196 O'Connor Dr.
Toronto M4J 2T1
 416-425-4560

Patrick Hayes, NDP
(Essex North)
 Box 100
Belle River N0R 1A0
 519-728-1074
 If long distance ask
 operator for Zenith 80510

James Henderson, M.D., LIB
(Humber)
 3065 Bloor St. W.
Toronto M8X 1C6
 416-236-2702

Mickey Hennessy, PC
(Fort William)
 294 East Brock St.
Thunder Bay 'F' P7E 4H4
 807-623-1011 and

612 Simpson St.
Thunder Bay 'F' P7C 3J7
 807-623-4450

Cam Jackson, PC
(Burlington South)
 460 Brant St., Unit #23
Burlington L7R 4B6
 416-639-7924

Jack Johnson, PC
(Wellington-Dufferin-Peel)
165 King St. W.
Mount Forest N0G 2L0
519-323-3991
If long distance ask
operator for Zenith 60140

Richard Johnston, NDP
(Scarborough West)
3553 St. Clair Ave. E.
Scarborough M1K 1L6
416-266-1725

Hon. Vince Kerrio, LIB
(Niagara Falls)
5089 Victoria Ave.
Niagara Falls L2E 4E2
416-357-0681

Hon. Kenneth A. Keyes, LIB
(Kingston and Islands)
51 Queen St.
Kingston K7K 1A3
613-547-2385

Don Knight, LIB
(Halton-Burlington)
153 Main St. E.
Milton L9T 1N7
416-878-1729

Hon. Monte Kwinter, LIB
(Wilson Heights)
539 Wilson Heights Blvd.
Downsview M3H 2V7
416-630-0080

John Lane, PC
(Algoma-Manitoulin)
Algo Centre
151 Ontario Ave.
Elliot Lake P5A 2T2
705-461-9710
If long distance ask
operator for Zenith 60710 and

115 Tudhope Ave.
P. O. Box 592
Espanola P0P 1C0
705-869-4881

Floyd Laughren, NDP
(Nickel Belt)
372 Errington St.
Box 808
Chelmsford P0M 1L0
705-855-3531
If long distance ask
operator for Zenith 44270

Nicholas Leluk, PC
(York West)
5415 Dundas St. W., Ste. 200
Islington M9B 1B5
416-239-4378

Tony Lupusella, LIB
(Dovercourt)
1079 College St.
Toronto M6H 1B4
416-537-2581

Bob Mackenzie, NDP
(Hamilton East)
1522 Main St. E.
Hamilton L8K 1E3
416-544-9644

Remo Mancini, LIB
(Essex South)
7 Talbot St. W.
Leamington N8H 1N3
519-326-2031
If long distance dial
1-800-256-5344

Margaret Marland, PC
(Mississauga South)
106 Lakeshore Rd. E.
Mississauga L5G 1E3
416-278-1557

Elie Martel, NDP
(Sudbury East)
 R.R. 1, Site 3
 4527 Elmview Dr.
Hanmer P0M 1Y0
 705-969-3621
 If long distance ask
 operator for Zenith 52970

Bruce McCaffrey, PC
(Armourdale)
 4866A Yonge St.
Willowdale M2N 5N2
 416-224-5706

George McCague, PC
(Dufferin Simcoe)
 Main Legislative Bldg., Rm. 160
Queen's Park, Toronto M7A 1A2
 416-965-8983
 If long distance dial
 1-800-268-7542

Ross McClellan, NDP
(Bellwoods)
 679 St. Clair Ave. W.
Toronto M6C 1A7
 416-658-0563

David McFadden, PC
(Eglinton)
 2485A Yonge St.
Toronto M4P 2H5
 416-482-2480

James McGuigan, LIB
(Kent Elgin)
 12 Erie St. S.
 P. O. Box 40
Merlin N0P 1W0
 519-689-4031 and

47 Main St. W.
Ridgetown N0P 2C0
 519-674-2853
 If long distance ask
 operator for Zenith 42230 and

182 Main St.
West Lorne N0L 2P0
 519-768-2930

Bob McKessock, LIB
(Grey)
 11 Main St. W.
 P. O. Box 470
Markdale N0C 1H0
 519-986-3102
 If long distance ask
 operator for Zenith 22140

Allan McLean, PC
(Simcoe East)
 41 Coldwater St. E.
 Box 2320
Orillia L3V 6S2
 705-326-3246
 705-835-3244

Ron McNeil, PC
(Elgin)
 540 Talbot St.
St. Thomas N5P 1C4
 519-631-0666
 If long distance ask
 operator for Zenith 11520

Frank Miller, PC
(Muskoka)
 31 Dominion St.
 Box 2083
Bracebridge P0B 1C0
 705-645-2341
 If long distance ask
 operator for Zenith 27370

Gordon Miller, LIB
(Haldimand-Norfolk)
 The Explorer Inn
Jarvis N0A 1J0
 519-587-2716
 If long distance ask
 operator for Zenith 11340

22 Legislative Offices

Robert Mitchell, PC
(Carleton)
The Mallorn Centre
301 Moodie Dr., Ste. 300
Nepean K2H 9C4
613-726-0827

Gilles Morin, LIB
(Carleton East)
2057 Meadowbrooke St.
Gloucester K1B 4W7
613-749-9941

Karl Morin-Strom, NDP
(Sault Ste. Marie)
123 March St., Rm. 203
Sault Ste. Marie P6A 2Z5
705-949-6959

Hon. Dr. Lily Munro, LIB
(Hamilton Centre)
346 Main St. E.
Hamilton L8N 1J2
416-529-1277

Bernard Newman, LIB
(Windsor-Walkerville)
1299 Erie St. E.
Windsor N9A 3Z6
519-258-3922

Hon. Robert Nixon, LIB
(Brant-Oxford-Norfolk)
63 Grand River St. N.
Paris N3L 2M3
519-442-6445
If long distance ask
operator for Zenith 75820

Terry P. O'Connor, PC
(Oakville)
305 Lakeshore Rd. E.
Oakville L6J 1J3
416-845-0298

Steve Offer, LIB
(Mississauga North)
277 Queen St. S., 2nd Flr.
Streetsville L5M 1L9
416-826-7200

Hon. Hugh P. O'Neil, LIB
(Quinte)
111 Dundas St. E.
Box 427
Trenton K8V 5R6
613-392-3038 and

c/o Century Place
199 Front St. S., 1st Level
Belleville K8N 5H5
613-962-1144

Peter Partington, PC
(Brock)
183 King St.
St. Catharines L2R 3J5
416-682-3488

Hon. David Peterson, LIB
(London Centre)
415 Dundas St. E.
London N6B 1V9
519-433-6631

Ed Philip, NDP
(Etobicoke)
1058A Albion Rd., Ste. 207
Rexdale M9V 1A7
416-745-0598

Jack Pierce, PC
(Rainy River)
235 Scott St.
Fort Frances P9A 1G8
807-274-7619
If long distance ask
operator for Zenith 21980 and

220 O'Brien St.
Atikokan P0T 1C0
807-597-2629

Jean Poirier, LIB
(Prescott - Russell)
2011 Laurier St., Box 339
Rockland K0A 3A0
613-446-4010
If long distance ask
operator for Zenith 32560 and

151 Main St. E., Ste. 33
Hawkesbury K6A 2H3
 613-632-2706
 If long distance ask
 operator for Zenith 32560

Jim Pollock, PC
(Hastings-Peterborough)
 10 North St.
Stirling K0K 3E0
 613-395-3317
 If long distance ask
 operator for Zenith 42400

Claudio Polsinelli, LIB
(Yorkview)
 2397 Finch Ave. W.
Weston M9M 2X1
 416-743-7272

Alan Pope, PC
(Cochrane South)
 84 3rd Ave.
Timmins P4N 1C3
 705-267-6989
 If long distance ask
 operator for Zenith 80770

Gilles Pouliot, NDP
(Lake Nipigon)
 Legislative Bldg., Rm. 330
Queen's Park, Toronto M7A 1A2
 416-965-9581
 If long distance dial
 1-800-268-7192

Bob Rae, NDP
(York South)
 1193 Weston Rd.
Toronto M6M 4P6
 416-243-2554

David Ramsay, LIB
(Timiskaming)
 29 Duncan Ave.
Kirkland Lake P2N 1H5
 705-567-4650
 If long distance ask
 operator for Zenith 80760 and

524 Ferguson St., Box 429
Haileybury P0J 1K0
 705-672-2488
Toronto M4L 1Y6

David Reville, NDP
(Riverdale)
 517 Pape Ave.
Toronto M4K 3R3
 416-461-0223

Doug Reycraft, LIB
(Middlesex)
 11 Main St. E.
Lambeth N0L 1S0
 519-652-2804
 519-434-8151 and

71 Front St.
Strathroy N7G 1X6
 519-245-4840
 If long distance ask
 operator for Zenith 64740

Hon. Jack Riddell, LIB
(Huron Middlesex)
 Devon Bldg.
 476 Main St.
Exeter N0M 1S0
 519-235-0170
 If long distance ask
 operator for Zenith 14730 and

43 West St.
Goderich N7A 2K5
 519-524-9444

Earl Rowe, PC
(Simcoe Centre)
 124 Dunlop St. E.
 Box 1209
Barrie L4M 5E2
 705-737-4242
 If long distance ask
 operator for Zenith 54560

Robert Runciman, PC
(Leeds)

32 Wall St.

Brockville K6V 4R9

613-342-9522

If long distance ask
operator for Zenith 20210

Hon. Tony Ruprecht, LIB
(Parkdale)

1264 College St.

Toronto M6H 1C2

416-535-3158

Edward Sargent, LIB
(Grey-Bruce)

840 2nd Ave. E.

Owen Sound N4K 2H3

519-371-2421

If long distance ask
operator for Zenith 28850

Hon. Ian Scott, LIB
(St. David)

298C Gerrard St. E., 2nd Flr.

Toronto M5A 2G7

416-964-8663

Howard Sheppard, PC
(Northumberland)

55 King St. W., 2nd Flr.

Victoria Hall

Cobourg K9A 2M2

416-372-4000

If long distance ask
operator for Zenith 20960

Yuri Shymko, PC

(High Park-Swansea)

2323 Bloor St. W., 218G

Toronto M6S 4W1

416-766-7656

Dave W. Smith, LIB
(Lambton)

4163 Petrolia St.

Box 663

Petrolia N0N 1R0

519-882-2547

If long distance ask
operator for Zenith 63250 and

2 Main St. S.

Box 378

Forest N0N 1J0

519-786-6200 and

450B Lyndock St.

Corunna N0N 1G0

519-862-2289

If long distance ask
operator for Zenith 63250
(open on Wednesday, 12:30pm - 7:00pm)

Joan E. Smith, LIB

(London South)

603 Wellington Rd. S.

London N6C 4R3

519-668-0064

Hon. Gregory Sorbara, LIB
(York North)

79 Yonge St. S.

Aurora L4G 1M1

416-727-1985

416-889-8622

If long distance ask
operator for Zenith 18350 and

166 Woodbridge Ave., Ste. 203

Woodbridge L4L 2S7

416-851-7401

Larry L. South, LIB.

(Frontenac Addington)

2777 Princess St.

Kingston K7L 4V2

613-389-7513

If long distance dial
1-800-267-2216

Dr. Bette Stephenson, PC
(York Mills)
 121 Willowdale Ave., Ste. 103
Willowdale M2N 6A3
 416-221-3802

Norman Sterling, PC
(Carleton-Grenville)
 4 Mill St.
 P.O. Box 535
Manotick K0A 2N0
 613-692-2403
 If long distance dial
 1-800-267-1020

K. Ross Stevenson, PC
(Durham York)
 Whitney Block, Rm. 1412
Queen's Park, Toronto M7A 1A2
 416-965-4843
 If long distance ask
 operator for Zenith 33130

Mel Swart, NDP
(Welland-Thorold)
 195 East Main St.
Welland L3B 3W7
 416-732-6884
 416-384-9437

Hon. John Sweeney, LIB
(Kitchener-Wilmot)
 5 Manitou Dr.
Kitchener N2C 2J6
 519-893-1282

James Taylor, PC
(Prince Edward- Lennox)
 108 Centre St.
Napanee K7R 1H3
 613-354-4368
 If long distance ask
 operator for Zenith 27360 and
 224 Main St.
Picton K0K 2T0
 613-476-6732

Richard Treleavan, PC
(Oxford)
 19 Riddell St.
Woodstock N4S 6L9
 519-537-5222
 If long distance ask
 operator for Zenith 29720

John Turner, PC
(Peterborough)
 372 Water St.
Peterborough K9H 3L6
 705-742-3777
 If long distance ask
 operator for Zenith 44260

Hon. Ron Van Horne, LIB
(London North)
 1140 Adelaide St. N., Ste. 6
London N5Y 2N5
 519-438-1763

Noble Villeneuve, PC
(Stormont, Dundas and Glengarry)
 P. O. Box 238
Moose Creek K0C 1W0
 613-538-2408
 If long distance dial
 1-800-267-7176

Chris Ward, LIB
(Wentworth North)
 23 Main St.
Dundas L9H 2P7
 416-627-5955
 If long distance ask
 operator for Zenith 47350

David Warner, NDP
(Scarborough-Ellesmere)
 3482 Lawrence Ave. E.
Scarborough M1H 3E5
 416-431-9181

Bud Wildman, NDP
(Algoma)
 Box 1114
Sault Ste. Marie P6A 5N7
 705-649-2020
 If long distance dial
 1-800-461-0806

Douglas Wiseman, PC
(Lanark)
 10 Sunset Blvd.
Perth K7H 2Y2
 613-267-5210
 If long distance ask
 operator for Zenith 38700

Hon. William Wrye, LIB
(Windsor-Sandwich)
 1010 University Ave. W., Ste. 103
Windsor N9A 5S4
 519-258-2626

Paul Yakabuski, PC
(Renfrew South)
 19 Renfrew Ave. E.
Renfrew K7V 2W6
 613-432-3206
 If long distance ask
 operator for Zenith 44590

CONSTITUENCY/MEMBER

Algoma
 Bud Wildman, NDP

Algoma-Manitoulin
 John Lane, PC

Armourdale
 Bruce McCaffrey, PC

Beaches-Woodbine
 Marion Bryden, NDP

Bellwoods
 Ross McClellan, NDP

Brampton
 Bob Callahan, LIB

Brantford
 Phil Gillies, PC

Brant-Oxford-Norfolk
 Hon. Robert Nixon, LIB

Brock
 Peter Partington, PC

Burlington South
 Cam Jackson, PC

Cambridge
 Bill Barlow, PC

Carleton
 Robert Mitchell, PC

Carleton East
 Gilles Morin, LIB

Carleton-Grenville
 Norman Sterling, PC

Chatham-Kent
 Maurice Bossy, LIB

Cochrane North
 René Fontaine, LIB

Cochrane South
 Alan Pope, PC

Cornwall
 Luc Guindon, PC

Don Mills
Dovercourt
 Tony Lupusella, LIB

Downsview
 Joseph Cordiano, LIB

Dufferin-Simcoe
 George McCague, PC

Durham East
 Sam Cureatz, PC

<i>Durham West</i> George Ashe, PC	<i>Hamilton West</i> Richard Allen, NDP
<i>Durham-York</i> Ross Stevenson, PC	<i>Hastings-Peterborough</i> Jim Pollock, PC
<i>Eglinton</i> David McFadden PC	<i>High Park-Swansea</i> Yuri Shymko, PC
<i>Elgin</i> Ron McNeil, PC	<i>Humber</i> James Henderson, M.D., LIB
<i>Erie</i> Ray Haggerty, LIB	<i>Huron-Bruce</i> Hon. Murray Elston, LIB
<i>Essex North</i> Patrick Hayes, NDP	<i>Huron-Middlesex</i> Hon. Jack Riddell, LIB
<i>Essex South</i> Remo Mancini, LIB	<i>Kenora</i> Leo Bernier, PC
<i>Etobicoke</i> Ed Philip, NDP	<i>Kent-Elgin</i> James McGuigan, LIB
<i>Fort William</i> Mickey Hennessy, PC	<i>Kingston & Islands</i> Hon. Kenneth A. Keyes, LIB
<i>Frontenac-Addington</i> Larry South, LIB	<i>Kitchener</i> David R. Cooke, LIB
<i>Grey</i> Bob McKessock, LIB	<i>Kitchener-Wilmot</i> Hon. John Sweeney, LIB
<i>Grey-Bruce</i> Eddie Sargent, LIB	<i>Lake Nipigon</i> Gilles Pouliot, NDP
<i>Haldimand-Norfolk</i> Gordon Miller, LIB	<i>Lakeshore</i> Ruth Grier, NDP
<i>Halton-Burlington</i> Don Knight, LIB	<i>Lambton</i> Dave Smith, LIB
<i>Hamilton Centre</i> Hon. Dr. Lily Munro, LIB	<i>Lanark</i> Douglas Wiseman, PC
<i>Hamilton East</i> Bob Mackenzie, NDP	<i>Leeds</i> Robert Runciman, PC
<i>Hamilton Mountain</i> Brian Charlton, NDP	<i>Lincoln</i> Philip Andrewes, PC

London Centre

Hon. David Peterson, LIB

London North

Hon. Ron Van Horne, LIB

London South

Joan E. Smith, LIB

Middlesex

Doug Reycraft, LIB

Mississauga East

Bud Gregory, PC

Mississauga North

Steve Offer, LIB

Mississauga South

Margaret Marland, PC

Muskoka

Frank Miller, PC

Niagara Falls

Hon. Vince Kerrio, LIB

Nickel Belt

Floyd Laughren, NDP

Nipissing

Mike Harris, PC

Northumberland

Howard Sheppard, PC

Oakville

Terry O'Connor, PC

Oakwood

Tony Grande, NDP

Oriole

Elinor Caplan, LIB

Oshawa

Mike Breauth, NDP

Ottawa Centre

Evelyn Gigantes, NDP

Ottawa East

Hon. Bernard Grandmaître, LIB

Ottawa South

Claude Bennett, PC

Ottawa West

Reuben Baetz, PC

Oxford

Richard L. Treleavan, PC

Parkdale

Hon. Tony Ruprecht, LIB

Parry Sound

Ernie Eves, PC

Perth

Hon. Hugh Edighoffer, LIB

Peterborough

John Turner, PC

Port Arthur

Jim Foulds, NDP

Prescott-Russell

Jean Poirier, LIB

Prince Edward-Lennox

James Taylor, PC

Quinte

Hon. Hugh O'Neil, LIB

Rainy River

Jack Pierce, PC

Renfrew North

Hon. Sean Conway, LIB

Renfrew South

Paul Yakabuski, PC

Riverdale

David Reville, NDP

Sarnia

Andy Brandt, PC

Sault Ste. Marie
Karl Morin-Strom, NDP

Scarborough Centre
William C. Davis, PC

Scarborough East
Hon. Ed Fulton, LIB

Scarborough-Ellesmere
David Warner, NDP

Scarborough North
Hon. Alvin Curling, LIB

Scarborough West
Richard Johnston, NDP

Simcoe Centre
Earl Rowe, PC

Simcoe East
Allan McLean, PC

St. Andrew-St. Patrick
Larry Grossman, PC

St. Catharines
Hon. James Bradley, LIB

St. David
Hon. Ian Scott, LIB

St. George
Susan Fish, PC

Stormont-Dundas-Glengarry
Noble Villeneuve, PC

Sudbury
Jim Gordon, PC

Sudbury East
Elie Martel, NDP

Timiskaming
David Ramsay, LIB

Victoria-Haliburton
Hon. John Eakins, LIB

Waterloo North
Herb Epp, LIB

Welland-Thorold
Mel Swart, NDP

Wellington-Dufferin-Peel
Jack Johnson, PC

Wellington South
Rick Ferraro, LIB

Wentworth
Gordon Dean, PC

Wentworth North
Chris Ward, LIB

Wilson Heights
Hon. Monte Kwinter, LIB

Windsor-Riverside
David Cooke, NDP

Windsor-Sandwich
Hon. William Wrye, LIB

Windsor-Walkerville
Bernard Newman, LIB

York Centre
Donald Cousens, PC

York East
Christine Hart, LIB

York Mills
Dr. Bette Stephenson, PC

York North
Hon. Greg Sorbara, LIB

York South
Bob Rae, NDP

Yorkview
Claudio Polsinelli LIB

York West
Nicholas Leluk, PC

SPEAKER OF THE LEGISLATIVE ASSEMBLY

LEGISLATIVE 2

Legislative Bldg.

Queen's Park, Toronto M7A 1A2

416-965-2331

The Speaker of the Legislative Assembly is the Chief Presiding Officer and is responsible for both policy and operations. The Speaker also chairs the **Board of Internal Economy** that governs the Assembly's financial affairs, including the review of the estimates. The office includes the **Sergeant-at-Arms of the Legislative Assembly** (965-4625), as well as the **Pages** employed during sessions, and can provide information on the schedule of sittings and sessions of the **Legislature**.

CLERK OF THE LEGISLATIVE ASSEMBLY

LEGISLATIVE 3

Legislative Bldg.

Queen's Park, Toronto M7A 1A2

416-965-1406

(Collect calls accepted)

The Clerk is the chief permanent officer of the Legislative Assembly with the rank and status of a Deputy Minister. Responsibilities include advising the Speaker and members of the Legislature on questions of procedure and interpretation of rules and practices of the House, and coordinating daily publication of the **Orders and Notices, Votes and Proceedings** and Daily Business papers. These documents contain the matters before the House and are the official record of the activities of the **Legislature**. The Clerk's Office compiles and distributes an interim and final **Status of Business Report** for each Session, which includes information on legislation, expenditure estimates, committee orders of reference, speakers on the Throne and Budget Debates, Sessional Papers and resolutions considered by the House. All current Sessional documents tabled in the House are retained in the Clerk's Office and are available for public inspection. Disclosures with respect to holdings and interests of ministers of the Crown and Parliamentary Assistants are filed with the Clerk and are available for public inspection in his office. The Clerk is Secretary of the Ontario Branch of the **Commonwealth Parliamentary Association** and is responsible for coordinating the activities of the Branch and the Legislature with other Parliaments. This Office will answer questions about the status of **legislation (bills)** from the current and previous Sessions of the Legislature, parliamentary procedure, rules pertaining to Private Bills, and **standing** and **select committees**.

**LEGISLATIVE ASSEMBLY ADMINISTRATION
OFFICE**

LEGISLATIVE 4

Legislative Bldg.

Queen's Park, Toronto M7A 1A2

416-965-9494

The Administration Office provides financial, personnel and associated administrative services for each **Member of Provincial Parliament (MPP)** and his or her staff, the three party caucuses, MPP constituency offices and the various offices under the Office of the Legislative Assembly. In addition, the Administration Office is responsible for information and tours service, and food, beverage and stewards' services in the Legislative Building.

Finance Branch (965-9489) provides administrative and financial services including the coordination of MPP constituency offices (see list under the Legislative Assembly entry),

purchasing of goods and services, supply management, printing services, and general accounting, payroll and expense account services.

Human Resources Branch (965-9492) offers such personnel services as recruitment, staffing, training and development, staff relations, policy development and establishment of classification, compensation, and benefits. Benefits administration is also provided for MPPs and their staff, and the three party caucuses.

Information Services Branch (965-8653) coordinates such programs as Electronic Hansard, the Members' Office Automation/Networking System and Parliamentary Public Relations.

Food and Beverage Services (965-2011) operates the **Members' Dining Room** (965-2011) which offers MPPs, staff and visitors facilities for luncheons and dinners, a cafeteria for occupants of the Legislative Building, and **Steward Services** for the Dining Room and the **Press Gallery Lounge**.

INFORMATION SERVICES BRANCH

LEGISLATIVE 5

Legislative Building

Queen's Park, Toronto M7A 1A2

416-965-8653

The Information Services Branch directs the operation of the Information Systems Office, the Parliamentary Public Relations Office and the Broadcast and Recording Service Office. The **Information Systems Office** coordinates the development, introduction, provision and support of computer systems services and automated information management for Members' offices and other departments in the Office of the Legislative Assembly. The **Broadcast and Recording Service Office** operates the **Ontario Legislative Television System (ONT.PARL.)**, an in-house broadcast facility providing coverage throughout the province of House proceedings. The Parliamentary Public Relations Office is described separately.

PARLIAMENTARY PUBLIC RELATIONS OFFICE

LEGISLATIVE 6

Legislative Bldg.

Queen's Park, Toronto M7A 1A2

416-965-4028

The Parliamentary Public Relations Office provides general information and publications and conducts individual and group **tours** of the Legislative Building. Legislative guides explain the history of the Legislative Building, discuss the workings of the parliamentary system of Ontario and answer any questions raised by the tour group. Multilingual guides are available. **Art** tours of the Legislative Building can be booked upon request. An outreach program is also available. During sessions, the office will process passes for the public galleries.

An **information service** for the visiting public is located at the main entrance to the Legislative Building. The staff answer questions and provide tourist information concerning Ontario and Toronto attractions. A gift shop containing Ontario **souvenirs** (Mastercard and Visa accepted) is located in the main lobby of the Legislature.

The Parliamentary Public Relations Office provides assistance to the Speaker and Members of Provincial Parliament travelling outside Queen's Park as delegates of the Legislative Assembly. Programs are prepared and implemented for special guests visiting the

Assembly from other jurisdictions. This office is also involved in coordinating and planning many special events in the Legislative Building.

Parliamentary Public Relations is responsible for simultaneous **interpretation services** (English and French) in both the Chamber and the Amethyst Room. Receiving devices for visitors are available in the main lobby of the Legislature. Any questions about this service or **French-language services** in general should be addressed to the Manager at 965-4028.

HANSARD REPORTING SERVICE

LEGISLATIVE 7

Legislative Bldg.
Queen's Park, Toronto M7A 1A2
416-965-1456

The Hansard Reporting Service covers the sittings of the **Legislature** of Ontario and its committees and publishes an official report (**Hansard**). Index information on Hansard for the current session of the Legislature can be obtained by calling 965-2159. Hansard is distributed to each Member of Provincial Parliament (MPP) and can also be obtained at the Ontario Government Bookstore, 880 Bay St., Toronto, (965-2054), and most libraries. For subscriptions, contact Sessional Subscriptions, Publications Services, Ministry of Government Services, 5th Flr., 880 Bay St., Toronto, M7A 1N8 (965-2238).

LEGISLATIVE LIBRARY

LEGISLATIVE 8

Legislative Bldg.
Queen's Park, Toronto M7A 1A2
416-965-4545

The Legislative Library provides reference and information services to **Members of Provincial Parliament** (MPP) and staff, officers of the Legislative Assembly, research officers for the three parties, and members of the Legislative Press Gallery. It provides a **research** service exclusively for MPPs. The Legislative Library's collection is particularly extensive for social sciences and legal materials. It has a large collection of Canadian, provincial and American government **publications**, as well as all the major Ontario daily and weekly newspapers. The Library administers the **Press Clipping Service**, 700 Bay St., Ste. 1402, (965-2088) which provides MPPs with press clippings from selected Ontario **newspapers**.

The **Checklist and Catalogue Service** 180 Bloor St. W., 5th Flr., (963-1995), which is administered by the Legislative Library, compiles a **bilingual** monthly checklist and annual catalogue of Ontario government publications.

COMMISSION ON ELECTION FINANCES

LEGISLATIVE 9

151 Bloor St. W.
Suite 800
Toronto M5S 1S4
416-965-0455

The Commission on Election Finances administers the **Election Finances Act**, 1986 which provides for registration of **political** parties and constituency (riding) associations active in Ontario, candidates in by-elections and provincial elections and candidates in leadership conventions. During a provincial **election** campaign, the Commission supervises limits on campaign expenses and political contributions to registered parties, constituency associations and candidates, and imposes a time period for **advertising**.

The Commission provides **subsidies** to candidates and political parties with respect to campaign expenses incurred. It requires filing of audited campaign period statements of income and expenses by political parties, constituency associations and candidates, and audited annual financial statements, including statements of assets and liabilities by political parties and constituency associations. All filings are made public. There are tax credit receipts within the limits for contributions to parties, riding associations and candidates. Leadership candidates must file audited financial statements of income, including all contributions over \$100, and expenses which are made public. There are no limits on contributions and no tax credits.

Section 72 of the Legislative Assembly Act requires the Commission to annually review and make recommendations on the indemnities and allowances of members of the Assembly, and to report its recommendations to the Speaker for presentation to the Assembly.

CHIEF ELECTION OFFICER

LEGISLATIVE 10

70 Lombard St.

Toronto M5C 1M3

416-965-6831

The Office of Chief Election Officer (Elections Ontario) conducts provincial elections under the **Ontario Election Act**. The office coordinates appointment, training and payment of **election** officials and arrangements for rentals, equipment and supplies for polling places at an election. It directs and supervises local Returning Officers in each of 130 **electoral districts**; provides a public information film, 'Securing the Vote', and publishes **historical** information dating back to 1867, relating to provincial elections, **legislatures**, cabinets and **political** candidates. The office maintains an Index of Provincial Electoral Districts by street name and number to assist persons who wish to know their electoral district and the name, telephone number and contact address of their **Member of Provincial Parliament** (MPP). See the Legislative Assembly entry for a list of MPPs and their constituency offices.

GOVERNMENT CAUCUS OFFICE

LEGISLATIVE 11

Legislative Bldg.

Queen's Park, Toronto M7A 1A2

416-965-8512

The Liberal Party (LIB) is at present the party in power. Each Member of Provincial Parliament belonging to the Liberal Party is part of the Government Caucus. The **Caucus** deliberates policies and programs which will become part of **legislation** to be introduced in the Legislature. Specific committees are responsible for certain areas. The Caucus Office has a **Chief Whip** who looks after attendance in full Caucus, committee meetings and in the Legislature, and keeps all Members informed as to what votes are expected in the Legislature. Each Member of Provincial Parliament has a constituency office to serve the needs of the people he or she represents (see list under the Legislative Assembly entry).

**PROGRESSIVE CONSERVATIVE PARTY CAUCUS
OFFICE****LEGISLATIVE 12**

Legislative Bldg.

Queen's Park, Toronto M7A 1A2

416-965-2337

The Progressive Conservative Party is at present the Official Opposition to the Ontario Government. Each Member of Provincial Parliament (MPP) representing the Progressive Conservative Party belongs to the Progressive Conservative Party **Caucus**. The Caucus Office responds to inquiries and requests for assistance from the public and other governmental jurisdictions. It invites and reviews input from the public on matters of provincial jurisdiction. The Caucus Office has a **Chief Whip** who looks after attendance in full Caucus, committee meetings and the Legislature, and keeps all Members informed on what votes are expected in the Legislature. In addition, each Progressive Conservative MPP has a local constituency office to serve the needs of the people he or she represents (see list under the Legislative Assembly entry).

NEW DEMOCRATIC PARTY CAUCUS OFFICE**LEGISLATIVE 13**

Legislative Bldg.

Queen's Park, Toronto M7A 1A2

416-965-3311

Each Member of Provincial Parliament (MPP) belonging to the New Democratic Party (NDP) takes part in the NDP **Caucus**. The Caucus Office answers and deals with inquiries from the public and from other governmental jurisdictions about caucus policies and activities. For general information, phone 965-3311. To contact the NDP Research Office, phone 965-5392. The caucus has a **whip** who looks after attendance in committee meetings and the Legislature, and keeps all members informed as to what votes are expected in the Legislature. Each Member of the Provincial Parliament has a constituency office to serve the needs of the people he or she represents (see list under the Legislative Assembly).

OMBUDSMAN**LEGISLATIVE 14**

125 Queen's Park

Toronto M5S 2C7

416-586-3300

The Ombudsman's Office administers the Ombudsman Act. The Ombudsman is an officer of the Legislature of Ontario whose function, with specified exceptions, is to investigate any decision, recommendation, act or omission made in the administration of any ministry or agency of the Ontario government. Complaints should be made in writing; however, complainants can visit or call the above office. The staff is multilingual. The Ombudsman reports annually to the Speaker of the Legislature. Ombudsman offices are listed below as well as in all Ontario telephone directories under Ombudsman Ontario.

223 First Street South

Kenora P9N 1C2

807-468-3091

213 Red River Road

Thunder Bay P7B 1A5

807-345-9235

151 Slater Street #702

Ottawa K1P 5H3

613-234-6421

81 Balsam Street South

Timmins P4N 2C9

705-268-2161

125 Queen's Park
Toronto M5S 2C7
 416-586-3300

P.O. Box 508
North Bay P1B 8J1
 705-476-5800

P.O. Box 3275
 Tecumseh Postal Station 'P'
Tecumseh N8V 2M4
 519-974-6166

P.O. Box 723
Sault Ste. Marie P6A 5N3
 705-759-2871

P.O. Box 1019
 Station 'B'
London N6A 5K1
 519-432-1117

PROVINCIAL AUDITOR
 Atrium on Bay
 Box 105
 20 Dundas St. W.
 Toronto M5G 2C2
 416-974-9866

LEGISLATIVE 15

Appointed under the **Audit Act**, the Provincial Auditor examines the accounts of the Province and agencies of the Crown, and makes annual reports to the Legislature. Audited financial statements of the Province, some **agencies** of the Crown and **Crown corporations** are reproduced in the Public Accounts of Ontario, Volumes I and II. These publications and the Annual Report of the Provincial Auditor are available from the Ontario Government Bookstore.

ACTS

ACTS

LEGISLATIVE 16

The following is a list of Acts administered by the Assembly Office.

Legislative Assembly Act
 Legislative Assembly Retirement Allowances Act
 Election Act, 1984
 Election Finances Act, 1986
 Ombudsman Act

MINISTRY OF AGRICULTURE AND FOOD

801 Bay St.

Toronto M7A 2B2

The Ministry of Agriculture and Food is one of the oldest ministries in the Ontario Government. Prior to the formation of the Ontario Department of Agriculture in 1888, agricultural administration in Upper Canada was handled by a Board of Agriculture, later named the Bureau of Agriculture. In 1965, the name was changed to the Department of Agriculture and Food and subsequently, Ministry, to reflect its responsive role in the entire food production chain.

The Ministry of Agriculture and Food is divided into three major groups: Finance and Administration; Marketing and Standards; Technology and Field Services. Each is headed by an Assistant Deputy Minister reporting to the Deputy Minister.

Finance and Administration is responsible for seven branches -Crop Insurance and Stabilization, Farm Assistance Programs, Financial and Support Services, Foodland Preservation, Management Systems, Personnel and Audit Services. This group is also responsible for the Affirmative Action/Equity Employment Program.

Marketing and Standards has two divisions. Marketing Division consists of Farm Products Marketing Branch, Food Processing Branch and Market Development Branch. Quality and Standards Division contains the Investigative Unit, Dairy Inspection Branch, Financial Protection Unit, Fruit and Vegetable Inspection Branch and Livestock Inspection Branch.

Technology and Field Services has two divisions, with seven branches and five agricultural colleges. Advisory and Technical Services Division includes Agricultural Representatives, Animal Industry, Plant Industry, Agricultural Laboratory Services, Veterinary Laboratory Services and Soil and Water Management Branches. Education and Research Division is responsible for Agricultural Engineering Services, Rural Organizations and Services, Horticultural Research Institute, agricultural colleges and the Ontario Agricultural Museum.

Reporting directly to the Deputy Minister are Communications Branch, which provides service and advice to all segments of the Ministry, Economics and Policy Coordination Branch and the Legal Branch. The Consumer Information Centre responds to agricultural, horticulture and food information requests from consumers.

CONSUMER INFORMATION CENTRE

AG & FOOD 1

801 Bay St., Main Flr.

Toronto M7A 2B2

416-965-1421

The Consumer Information Centre is a storefront operation for the Ministry. This Centre was established in November 1983 to provide an information service to the public in the areas of general **agriculture**, **horticulture** and **home economics**.

The agriculturist responds to a broad range of inquiries about farm **tours**, part-time **farm-ing** for beginners and landed **immigrants**, **soil maps** and referrals to all Ministry programs. The horticulturist answers questions from home gardeners relating to lawns, fruit **trees**, **gardening** (fruits and vegetables), ornamentals and sprays. Home economists respond to inquiries on **food** and **nutrition** including food preservation, preparation and **safety**.

The Centre is responsible for the distribution of Ministry of Agriculture and Food publications to the general public.

DEPUTY MINISTER'S OFFICE

COMMUNICATIONS BRANCH

AG & FOOD 2

01 Bay St., 12th Flr.

Toronto M7A 1A5

16-965-1056

The Communications Branch supports Ministry education and extension services with displays, audio-visual and print materials. The branch also answers media inquiries on behalf of the Ministry, and produces technical and educational booklets and films for urban and rural citizens. It provides information to the news media through news releases, radio tapes and TV clips of news and interviews supporting Ministry programs. The branch also publishes **OMAF NEWS**, which is mailed to 82,000 Ontario farmers 10 times annually.

FRENCH LANGUAGE SERVICES

AG & FOOD 3

01 Bay St., 12th Flr.

Toronto M7A 1A5

16-965-1056

The French Language Services Coordinator provides a general inquiry service in the French language and arranges for translation services within the Ministry. Agricultural education is provided in the French language at Collège de Technologie Agricole et Alimentaire d'Alfred (613-679-2218). The Centre de ressources agro-alimentaires is also located at the Collège. Agricultural offices in designated areas provide advisory services in the French language.

ECONOMICS AND POLICY COORDINATION

AG & FOOD 4

BRANCH

01 Bay St., 4th Flr.

Toronto M7A 1B6

16-965-1064

The Economics and Policy Coordination Branch serves the Ministry, government committees and the agricultural industry (marketing boards, administrative bodies, farmers) by assembling and interpreting **agricultural economic** information. The branch coordinates and analyzes long-term agriculture and food policy developments; liaises with Management Board, Treasury, Cabinet Office and other central agencies and expedites the legislative process of the Ministry. It conducts **research** into **farm** costs and business management, marketing methods and agricultural policy and trade. The branch gathers and publishes a wide range of agricultural **statistics** and monitors economic developments in the industries supplying input to agriculture, the industries processing farm commodities and the sectors taking commodities to consumers. It also provides daily farm market **broadcasts** for over 30 Ontario Radio and TV stations (965-7727). From offices in Chatham and Vineland Station (see County and District Field Offices entry), field staff carry out economic research projects; liaise with other field office staff and marketing boards and provide consulting services to farm organizations, individual farmers and processing industries.

LEGAL BRANCH

801 Bay St., 10th Flr.
Toronto M7A 2B2
416-965-6805

AG & FOOD

The Legal Branch counsels the Ministry of Agriculture and Food on legal matters including interpretation of statutes and regulations, preparation and review of proposed legislation, regulations and other legal documents. The branch also supplies the Ministry with general legal services such as preparing litigation, settling claims and acting at court hearings.

ASSISTANT DEPUTY MINISTER FINANCE AND ADMINISTRATION FOODLAND PRESERVATION AND FINANCIAL PROGRAMS DIVISION

CROP INSURANCE COMMISSION OF ONTARIO

801 Bay St., 5th Flr.
Toronto M7A 1B7
416-965-1811

AG & FOOD

The Crop Insurance Commission of Ontario makes available to farmers a crop insurance plan to insure about 49 commercially grown crops against natural disaster.

FARM INCOME STABILIZATION COMMISSION

801 Bay St., 5th Flr.
Toronto M7A 1B7
416-965-1811

AG & FOOD

Farm Income Stabilization plans are available to provide financial assistance during times of low prices for the following crops: white beans, barley, soybeans, winter wheat, corn, apples, oats, canola and potatoes. The Commission guarantees participating producers a price equal to 95 per cent of the market price over the previous five years, adjusted for changes in cash costs.

FARM ASSISTANCE PROGRAMS BRANCH

801 Bay St., 10th Flr.
Toronto M7A 2B2
416-963-2404

AG & FOOD

The Farm Assistance Programs Branch is responsible for financial policy (grants and subsidies), credit and taxation policy, assessment of existing programs, development of new programs and program administration. It provides information about financial policies and programs in agriculture for farmers, other governments, etc..

The branch administers the following programs: Ontario Farm Adjustment Assistance Program; Farm Operating Credit Assistance Program; Ontario Beginning Farmer Assistance Program; Ontario Young Farmer Credit Program; Junior Farmer Loan Corporation; Ontario Family Farm Interest Rate Reduction Program; Commercial Disaster Relief Fund; Hailstorm Assistance Program (in Essex and Timiskaming); Farmers in Transition; Ontario Seasonal Housing Assistance Program; Eastern Ontario Apple Tree Replanting Program; Agrinorth; Northern Ontario Rural Development Agreement; Eastern Ontario Subsidiary Agreement; Community Pastures; Agriculture Rural Development Agreement (Farm Enlargement Part V); Dog Licensing And Livestock And Poultry Protection Act; Hunter Damage Compensation Act; Bear Damage to Livestock Compensation

program; Damage to Honey Bee Colonies by Bears; Rabies Indemnification Program; Purebred Beef Cattle Sales Assistance Policy; Purebred Sheep Sales Assistance Policy; Wine Sales Assistance Policy; Transportation of Livestock Exhibits Assistance Program; Poultry Shows Assistance Program, Special Livestock Shows Assistance Program 1979 (Commercial); Canadian Western Agribition Livestock Transportation Assistance Program; Artificial Insemination of Livestock Act; Northern Ontario Livestock Transportation Assistance Policy; Livestock Improvement Program for Northern Ontario.

The branch also develops the policy and provides the funds for the **Ontario Farm Tax Reduction Program**, which is administered by the Subsidies Branch, Ministry of Municipal Affairs (585-6565).

For further information such as eligibility criteria, the application process and management of these programs, contact the local Ministry of Agriculture and Food county or district office (see list under the County and District Field Offices entry).

FOODLAND PRESERVATION BRANCH

AG & FOOD 9

101 Bay St., 8th Flr.
Toronto M7A 2B2
6-965-9433

The Foodland Preservation Branch reviews **official plans, environmental assessments** and project proposals to determine their **land use planning** implications for agriculture. It assists the Ministry of Government Services in leasing, for agricultural purposes, **farm land** held by the government for future development. It also administers the **Non-Resident Agricultural Land Interests Registration Act**, which requires non-residents of Canada to file a form indicating their interests in **agricultural** holdings in Ontario larger than 10 hectares. The branch has land use specialists in the Ministry's county and district offices in St. Thomas, Ancaster, Fergus, Alliston, Lindsay and Kemptville. Addresses are included in the list of county and district offices found in the County and District Field Offices entry.

MANAGEMENT SYSTEMS BRANCH

AG & FOOD 10

101 Bay St., 7th Flr.
Toronto M7A 2B2
6-963-2218

The Management Systems Branch provides a wide range of information technology services to all administrative programs in the Ministry of Agriculture and Food. This involves maintenance of computer programs in the mainframe computer library, the production of data retrieval reports on stored ministerial data, consulting services to other branches and the development of new systems and computer applications.

On office systems support unit supplies analysis, design and implementation services for word processing and office automation.

FINANCIAL AND SUPPORT SERVICES BRANCH

AG & FOOD 11

101 Bay St., 3rd & 9th Flrs.
Toronto M7A 2A3
6-965-1159

The Financial and Support Services Branch provides financial planning, general accounting, administrative and office services for the Ministry.

Financial Planning and Information Unit offers financial and management support at the corporate level, i.e., estimates preparation, budget planning, maintenance and financial reporting, results planning and financial management improvement activities. The unit also functions as a liaison with Management Board of Cabinet.

General Accounting is responsible for processing payroll, travel and employee relocation, accounts payable, grants, subsidies, revenue and journal entries.

Library Services coordinates subscriptions for all periodicals. The **library** is the designated **reading room** and allows public access to Ministry publications, statutes, regulations, etc..

Purchasing and Telecommunications are responsible for controlling the Ministry's purchasing activities, its fleet of 500 vehicles, Bell Canada credit cards, inter-city phone booklets and employees' IDs. Advice on the acquisition, enhancement and development of telecommunications systems (e.g., teleconferencing, fax, telex and twx) is also provided.

Administrative Services offers a wide range of services: records retention scheduling, file classification systems, forms management and central registry facilities; mail distribution services; publications warehouse operation for over 900 publications, posters, corporate brochures and Foodland Ontario promotional materials; high volume copying to Headquarters, the Guelph Agriculture Centre and outlying offices; high quality custom print work requiring typesetting, nonstandard sizes, multicolour inks, high density resolution and transparencies; office accommodation, space management, telephone and special equipment installations, and office equipment moves.

PERSONNEL BRANCH

AG & FOOD

801 Bay St., 3rd Flr.
Toronto M7A 1A4
416-965-7452

Personnel Branch is responsible for the establishment of ministry personnel policies and procedures, management information, appropriate classification and compensation levels for all employees, staff recruitment, benefits counselling, staff development, investigation of employee grievances, personnel and employee benefit records, and all matters affecting working conditions and performance. The branch works mainly in an advisory capacity with all line managers whose primary task is personnel matters within the units. It also serves as a liaison with the Human Resources Secretariat, Management Board and Ontario Public Service Employees Union (OPSEU).

AFFIRMATIVE ACTION/EMPLOYMENT EQUITY PROGRAM

AG & FOOD

801 Bay St., 12th Flr.
Toronto M7A 2B2
416-963-1395

The **Affirmative Action/Employment Equity Program** plans, develops and coordinates projects for improving the status of Ontario government women employees, with the ultimate aim of ensuring equal opportunity for women.

AUDIT SERVICES BRANCH

AG & FOOD 14

1 Bay St., 5th Flr.
 Toronto M7A 2B2
 6-965-3241

The Audit Services Branch is responsible for carrying out independent reviews and appraisals of the Ministry's financial, administrative and operational programs. This is achieved by executing comprehensive, value-for-money, operational reviews, EDP, inspection, attest and compliance audits. The Branch assists management by reviewing specific areas of concern and reporting on the adequacy of internal financial and management controls.

ASSISTANT DEPUTY MINISTER MARKETING AND STANDARDS MARKETING DIVISION

FARM PRODUCTS MARKETING BRANCH

AG & FOOD 15

1 Bay St., 2nd Flr.
 Toronto M7A 2B2
 6-965-2124

The Farm Products Marketing Branch consists of the **Farm Products Marketing Board** and the **Milk Commission of Ontario** which administer the **Farm Products Marketing Act** and the **Milk Act**, respectively. Responsibilities include supervising the marketing boards established under the two Acts and making recommendations for changes in the regulations. The Farm Products Marketing Act provides for **commodity** regulation (44 commodities under 25 individual plans, with each plan administered by a producer marketing board). The Act also requires the **licensing** of processors of regulated commodities (e.g., **key**, vegetables, grapes, tender fruit, potatoes, apples, asparagus, berries) and seed buyers. The Milk Commission cooperates with the **Ontario Milk Marketing Board**, **Cream Producers' Marketing Board** and the **Ontario Dairy Council** in dairy policy planning and development.

FOOD PROCESSING BRANCH

AG & FOOD 16

1 Bay St., 12th Flr.
 Toronto M7A 2B2
 6-965-0311

The objectives of the Food Processing Branch are to encourage the expansion and modernization of Ontario's **food** processing and manufacturing **industries** in areas of import replacement and **export** opportunities; to act as liaison between the industry, government and non-government boards and agencies, producer organizations and the **Farm Machinery and Food Processing Testing Centre** in Chatham; and to advise the industry on the upgrading of their operations, use of domestic products, packaging, labelling and marketing.

The Branch encourages private sector capital investment, through **grants** or loans to the food processing industry under the **Small Food Processors' Assistance Program** and the **Marketing Assistance Program for Pork**

MARKET DEVELOPMENT BRANCH

AG & FOOD

801 Bay St., 2nd Flr.
Toronto M7A 2B2
416-965-7701

Domestic Section (965-7701) and Export Section (965-7038) programs are designed to develop and expand domestic and **international** markets for Ontario-produced fresh and processed **agricultural** and **food** products.

International market development is accomplished via **export** missions, promotion programs and incoming trade delegations. Staff are located in the United Kingdom and in trade centres in the United States.

The Domestic Section manages '**Foodland Ontario**', the advertising and promotion program for domestic market development, public relations and promotion with the 'Food Service' sector.

QUALITY AND STANDARDS DIVISION

INVESTIGATIVE UNIT

AG & FOOD

801 Bay St., 6th Flr.
Toronto M7A 1B3
416-965-5841

The unit investigates the collection and processing of dead farm **animals** and all levels of the **meat industry**, particularly those operations exempt from the provisions of the Meat Inspection Act (Ontario). The provisions of the **Beef Cattle Financial Protection Program**, the **Grain Financial Protection Program**, the **Oleomargarine Act** and the **Edible Oil Products Act** are also enforced. Infractions of other regulatory legislation administered by branches within the division, and suspected fraudulent applications of financial assistance programs are investigated upon request (with executive director approval).

DAIRY INSPECTION BRANCH

AG & FOOD

801 Bay St., 6th Flr.
Toronto M7A 1A7
416-965-2411

The Dairy Inspection Branch undertakes programs to ensure that **milk** marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. Responsibilities include: inspecting **dairy farms** testing raw milk each month; **licensing** and training and inspecting milk and cream graders and testers, bulk tank milk graders, butter makers and cheesemakers; licensing, regulating, and inspecting plants manufacturing milk products, **margarine** and edible **oils**. The **laboratory** in Guelph analyzes all samples for butterfat, protein and lactose and reports results to the **Ontario Milk Marketing Board**, which determines payment to producers. Milk utilization audits are conducted on a regular basis. The branch also monitors consumer packages for composition and label control. For information, contact the Ministry's county and district offices (see County and District Field Offices, the Dairy Inspection Branch in Toronto or the Central Milk Testing Laboratory in Guelph).

FINANCIAL PROTECTION UNIT

AG & FOOD 20

5 Bay St., 3rd Flr.

Toronto M7A 2B2

6-963-1341

The Financial Protection Unit evaluates financial responsibility for the Beef Cattle Financial Protection Program, the **Vegetable** Financial Protection Program and the Grain Financial Protection Program. The unit also works on behalf of the Boards in administering funds and paying claims for the following: livestock producers, producers of processed vegetables, grain corn producers and the soybean producers.

FRUIT AND VEGETABLE INSPECTION BRANCH

AG & FOOD 21

1 Bay St., 6th Flr.

Toronto M7A 1A7

6-965-1058

The Fruit and Vegetable Inspection Branch regulates the inspection and grading of twenty-five fruits and vegetables, in addition to flue-cured and burley **tobacco**, **honey**, **apple syrup**, **Christmas trees** and tomato seedlings. The branch offers technical advice to growers and producers; informs the public about marketing and sales standards of fruit, vegetables, honey and maple products and provides the Ministry's Economics and Policy Coordination Branch with market reports on seasonal **crops**.

Additional responsibilities include: **licensing** operators of controlled atmosphere **storages**, **checkers** of apples from such storages, **dealers** in **fruit** and **vegetables** and **nurseries**; **controlling** disease in nurseries; **supervising** neglected **orchards** to prevent the spread of **pest** or **insect** infestations and administering the **Bees Act**, which requires **registration** of **apiaries**. (To register, contact Provincial Apiarist, Ministry of Agriculture and Food, Wilson St., Milton, L9T 3J7, 416-878-2314.)

The branch also regulates the trading and marketing of grain; issues licenses to grain elevator storage operators and dealers in corn and soybeans and investigates claims under the **Grain Financial Protection Program**. This insurance program provides compensation for defaults by storage operators or dealers.

LIVESTOCK INSPECTION BRANCH

AG & FOOD 22

1 Bay St., 6th Flr.

Toronto M7A 1B3

6-965-5841

The Livestock Inspection Branch administers the following acts: The **Meat Inspection Act** (licensing and inspection of **livestock** and **poultry slaughtering plants**); the **Livestock Community Sales Act** (licensing and inspection of livestock community sales); the **Dead Animal Disposal Act** (licensing and inspection of those involved in disposing of dead animals); the **Livestock and Livestock Products Act** (licensing livestock dealers under the Beef Cattle Financial Protection Program and administering the regulations pertaining to **hides**); the **Sheep and Wool Marketing Act** (identifies and outlines the functions of the **Ontario Sheep Association**); the **Provincial Auctioneers Act** (licensing auctioneers to sell re-bred livestock, by public **auction**); the **Beef Cattle Marketing Act** (provides for **breeding** fee deduction for the **Ontario Cattlemen's Association**, regulates the marketing of **light** weight beef carcasses); the **Farm Products Grades and Sales Act** (related to the **grades** of beef, veal, lamb, mutton and poultry).

**ASSISTANT DEPUTY MINISTER TECHNOLOGY AND FIELD SERVICES
ADVISORY AND TECHNICAL SERVICES DIVISION**

AGRICULTURAL REPRESENTATIVES BRANCH

AG & FOOD

Guelph Agriculture Centre
Box 1030
Guelph N1H 6N1
519-823-5700

Agricultural representatives (ag reps) in 54 county and district offices located throughout the Province conduct **education** programs, provide advisory services and administer government policies designed to assist farmers in the management of their **farm** operations.

The farm management program encourages and assists farmers to use their resources effectively to make their farms productive and profitable. The program comprises financial and business management, **livestock** management, and **soils** and **crops** management assistance. Ag reps advise farmers on financial matters, e.g., business analysis, estate planning, pricing, marketing, accounting, and overall farm planning.

Livestock management provides information and advice to livestock and **poultry** producers on the economics of production, choice and size of enterprise, feed evaluation, storage and handling, testing, herd and flock health, marketing, etc.. Soils and crop management assistance concentrates on the economics of production, tillage, land use, erosion control, fertilizer recommendations, **weed**, **insects** and **disease** control, variety selection, crop handling and storage systems, crops **insurance**, drainage and irrigation.

Branch staff administer the **Northern Ontario Assistance Program**, which is funded by the Ministry of Northern Development and Mines and provides **financial assistance** to Northern Ontario farmers.

For a list of county and district offices, see the County and District Field Offices entry.

COUNTY AND DISTRICT FIELD OFFICES

AG & FOOD

The Ministry of Agriculture and Food has 54 county and district offices, staffed by employees of the the Agricultural Representatives Branch and specialists from other branches. These offices provide access to all Ministry programs, services and resources.

Agricultural representatives (ag reps) and specialists provide the wide range of Ministry programs and services which are described above. Working closely with farmers, producers and others involved in the agricultural and **food** industries, ag reps provide information, advice, **educational** meetings, workshops, and in-depth short courses for groups. A specialist in the Ministry's programs can be located by calling any county or district office.

Agriculture and Food factsheets, which supply basic information on a wide variety of agricultural topics, are available in county and district offices. Radio and **television broadcasts** offer information and educational programs in individual counties and districts. Field offices are listed below with telephone numbers for both local calls and Zenith calls, (toll-free service for customers within each county or district). In non-agricultural areas of **Northern Ontario** callers may contact district offices of the Ministry of Northern Development and Mines.

Algoma District Office
496 Wellington St. E.
Sault Ste. Marie P6A 2R1
705-253-1161
Zenith 98750

Brant County Office
207 Greenwich St.
Brantford N3S 2X7
519-759-4190
Zenith 19750

Bruce County Office
Box 1330, 10 Jackson St.
Walkerton N0G 2V0
519-881-3301
Zenith 97920

Carleton Office
66 Thorncliff Pl.
Nepean K2H 6L2
613-828-9167
Zenith 13510

Cochrane (North) District Office
Experimental Farm
Kapuskasing P5N 2X9
505-335-5828
Zenith 43340

Cochrane (South) District Office
Box 608, 4th Ave.
Matheson P0K 1N0
505-273-2509
Zenith 34920

Dufferin County Office
Rt. 4, Mono Plaza, Hwy. 10 N.
Orangeville L9W 2Z1
519-941-3830
Zenith 98750

Dundas County Office
Box 488, 457 Main St.
Winchester K0C 2K0
513-774-2313
Zenith 19750

Durham East Office
234 King St. E.
Bowmanville L1C 1P5
416-623-3348
Zenith 73040

Durham West Office
Box 309, 16 Bascom St.
Uxbridge L0C 1K0
416-852-3328
Zenith 64720

Elgin County Office
594 Talbot St.
St. Thomas N5P 1C7
519-631-4700
1-800-265-4377

Essex County Office
46 Fox St.
Essex N8M 2S2
519-776-7361
Zenith 13510

Frontenac County Office
Box 651, 1055 Princess St.
Kingston K7L 1H3
613-545-4360
Zenith 35050

Glengarry County Office
Box 579, St. George St.
Alexandria K0C 1A0
613-525-1046
Zenith 46710

Grenville County Office
Box 2004, Ont. Gov't. Bldg.
Kemptville K0G 1J0
613-258-8295
Zenith 99200

Grey County Office
181 Toronto St. S.
Markdale N0C 1H0
519-986-2040
Zenith 16310

Haldimand Office
Box 129, Cayuga St.
Cayuga N0A 1E0
416-772-3381
Zenith 46710

Halton Office
17 Wilson Dr.
Milton L9T 3J7
416-878-2314
Zenith 33440

Hastings County Office
Box 340, 234 North St.
Stirling K0K 3E0
613-395-3393
Zenith 43340

Huron County Office
Box 159, 20 King St.
Clinton N0M 1L0
519-482-3428
Zenith 73040

Kenora District Office
Ontario Govt. Bldg.
Box 3000
Dryden P8N 3B3
807-223-2415
Zenith 46320

Kent County Office
Box 726
435 Grand Ave. W.
Chatham N7M 5L1
519-354-2150
Zenith 33440

Lambton County Office
Box 730, 4238 Petrolia St.
Petrolia N0N 1R0
519-882-0180
Zenith 43350

Lanark County Office
10 Sunset Blvd.
Perth K7H 2Y2
613-267-1063
Zenith 33440

Leeds County Office
Box 635, 44 Parkdale Ave.
Brockville K6V 5V8
613-342-2124
Zenith 46320

Lennox & Addington County Office
41 Dundas St. W.
Napanee K7R 1Z5
613-354-3371
Zenith 18210

Manitoulin District Office
Box 328
Gore Bay P0P 1H0
705-282-2043
Zenith 64720

Middlesex County Office
50 King Street
London N6A 2P2
519-434-6811
1-800-265-4750

Muskoka & Parry Sound District Office
Box 130, 8 Centre St. N.
Huntsville P0A 1K0
705-789-8886
Zenith 59650

Niagara (North) Office
Vineland Station L0R 2E0
416-562-4142
Zenith 47710

Niagara (South) Office
574 South Pelham St.
Welland L3C 3C6
416-732-7552
Zenith 48110

Nipissing District Office
222 McIntyre St. W.
North Bay P1B 2Y8
705-474-3050
Zenith 97920

Norfolk Office

Box 587, Blue Line Rd.

Simcoe N3Y 4N5

519-426-7120

Zenith 38300

Northumberland County Office

Box 820, 95 Dundas St.

Brighton K0K 1H0

513-475-1630

Zenith 34920

Oxford County Office

Box 666, Hwy. 59 N.

Woodstock N4S 7Z5

519-537-6621

Zenith 99200

Peel Office

35 Van Kirk Dr., Unit 9

Brampton L7A 1A5

416-451-5474

Zenith 43350

Perth County Office

413 Hibernia St.

Stratford N5A 5W2

519-271-0280

Zenith 35050

Peterborough County Office

55 George St. N.

Peterborough K9J 3G2

705-745-2403

Zenith 16310

Prescott County Office

Box 110, Main St.

Plantagenet K0B 1L0

513-673-5115

Zenith 48110

Prince Edward County Office

Box 470, Hwy. 33 W.

Picton K0K 2T0

513-476-3224

Zenith 98750

Rainy River District Office

Front St.

Emo P0W 1E0

807-482-2310

Zenith 35050

Renfrew County Office

315 Raglan St. S.

Renfrew K7V 1R6

613-432-4841

1-800-267-8816

Russell County Office

666 Rue Notre Dame

Box 540

Embrun K0A 1W0

613-443-3391

Zenith 47710

Simcoe (North) County Office

Box 340, Hwy. 27 S.

Elmvale L0L 1P0

705-322-2231

Zenith 34920

Simcoe (South) County Office

Box 370, 509 Victoria St. E.

Alliston L0M 1A0

705-435-5521

Zenith 43340

Stormont County Office

Box 97,

Avonmore K0C 1C0

613-346-2143

Zenith 38300

Sudbury District Office

1899 LaSalle Blvd.

Sudbury P3A 2A3

705-566-1630

Zenith 73040

Thunder Bay District Office

Ont. Govt. Bldg.

435 James St. S.

Thunder Bay P7E 6E3

807-475-1631

Zenith 18210

Timiskaming District Office
Box 'G', Hwy. 11B N.
New Liskeard P0J 1P0
705-647-6701
Zenith 16310

Victoria County Office
322 Kent St. W.
Lindsay K9V 2Z9
705-324-6125
Zenith 97920

Waterloo Office
279 Weber St. N.
Waterloo N2J 3H8
519-884-5390
Zenith 46320

Wellington County Office
R.R. 1
Fergus N1M 2W3
519-846-0941
1-800-265-8332

Wentworth County Office
R.R.1, Hwy. 53 E.
Ancaster L9G 3K9
416-527-2995
Zenith 13510

York Office
Newmarket Plaza
Newmarket L3Y 2N1
416-895-4519
Zenith 59650

ANIMAL INDUSTRY BRANCH

Guelph Agriculture Centre
P.O. Box 1030
Guelph N1H 6N1
519-823-5700

AG & FOOD 2

Livestock advisory and **veterinary** consultation services on management, health and **disease** of cattle, sheep and swine are available to producers and veterinarians throughout Ontario. The branch promotes the production of high quality livestock products through improvement programs (**Record of Performance, ROP**), maintains a feed analysis **laboratory** and feed advisory service, and provides **financial support** to veterinary services in designated areas where livestock farms are sparsely located.

The branch also administers acts concerning brands and livestock pounds; inspects and issues **licences** to horse riding establishments, suppliers of laboratory **animals**, sellers (other than pharmacists and veterinarians) of livestock **medicines** and providers of **artificial insemination** services for livestock; inspects **dog** pounds; inspects and registers facilities that use animals for **research** and coordinates the **Red Meat Development Program** and the **Ontario Pork Industry Improvement Program** in cooperation with the Agricultural Representatives Branch.

VETERINARY LABORATORY SERVICES BRANCH

Guelph Agriculture Centre
P. O. Box 1030
Guelph N1H 6N1
519-823-5700, Ext. 116

AG & FOOD

The Veterinary Laboratory Services Branch operates six laboratories that offer diagnostic, investigative, consultative and extension services to the **livestock** industry and **veterinary** practitioners. Carcasses and specimens from **animals** and **poultry** are submitted by veterinarians and farmers and tests are made to determine the cause of **disease**. The branch administers the **Ontario Hatchery Supply Flock Policy**, which involves mo

toring procedures to control disease of poultry and the **Fur Farms Act**, which requires licensing of fur farmers. The laboratories are listed below:

95 Dundas St.

Brighton K0K 1H0

613-475-1632

Box 3612

Guelph N1H 6R8

519-823-8800, Ext. 4501

Nova Scotia Ave.

Huron Park N0M 1Y0

519-228-6691

KCAT

Kemptville K0G 1J0

613-258-3804

Box 790

New Liskeard P0J 1P0

705-647-6701

100 Main St. E.

Ridgetown N0P 2C0

519-674-5456, Ext. 56

PLANT INDUSTRY BRANCH

Guelph Agriculture Centre

P. O. Box 1030

Guelph N1H 6N1

519-823-5700, Ext. 301

AG & FOOD 27

The Plant Industry Branch provides information at local offices throughout the province on the commercial production of field and **horticultural crops**. Information is available to **commercial growers** on safety and correct use of **pesticides**. The branch is responsible for administration of the **Weed Control Act** through municipally-appointed inspectors. Complaints should be directed to the municipality. The **agricultural energy** section searches alternate methods of **fuel** production, substitution and conservation for **farmers**. The Agroclimatology group provides input into farm weather forecasts and methods of dissemination and coordinates accumulation of climate data from agricultural production areas. For information, contact this Ministry's county or district office (see County and District Field Offices entry).

AGRICULTURAL LABORATORY SERVICES

BRANCH

PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY

University of Guelph, Bldg. 43

Guelph N1G 2W1

519-823-8800, Ext. 4825

AG & FOOD 28

The Provincial Pesticide Residue Testing Laboratory provides all provincial ministries with a **chemical** analytical service for the detection and measurement of residues of **pesticide** (i.e. **insecticides**, **herbicides**, **fungicides**, **acaricides**, **nematocides**, etc.), industrial **pollutants** and heavy **metals** in **food**, **plants**, **animals**, **fish**, **wildlife**, **soils**, **water**, **air** and human tissues. It interprets the significance of analytical results. Contact the **laboratory** or ministries involved for **research** papers and reports.

AGRICULTURAL LABORATORY SERVICES
BRANCH

AG & FOOD 29

PEST DIAGNOSTIC AND ADVISORY CLINIC

University of Guelph, Graham Hall

Guelph N1G 2W1

519-824-4120, Ext. 2701

The Pest Diagnostic and Advisory Clinic provides a service for the identification of **insects**, **plant diseases** and **weeds** upon receipt of carefully packed samples.

SOIL AND WATER MANAGEMENT BRANCH
DRAINAGE AND WATER MANAGEMENT SECTION

AG & FOOD 30

801 Bay St, 8th Flr.

Toronto M7A 2B2

416-965-9921

The Drainage and Water Management Section administers the **Tile Drainage Act** and the **Drainage Act** (financial assistance to municipalities and farmers for the improvement of farm land) and the **Agricultural Tile Drainage Installation Act** (licences for installers of tile drainage systems on farm land). The Drainage Referee and the Drainage Tribunal handle appeals under the Drainage Act. The branch provides a Ministry focus for review and development of agricultural water management programs and policies.

SOIL AND WATER MANAGEMENT BRANCH
SOIL SURVEY AND SOIL CONSERVATION SECTION

AG & FOOD 31

Guelph Agriculture Centre

P. O. Box 1010

Guelph N1H 6N1

519-823-5700

The Soil Survey and Soil Conservation Section of the Soil and Water Management Branch administers the **Topsoil Preservation Act** and the Ontario Soil Conservation and Environmental Protection Assistance Program (OSCEPAP) providing on-farm demonstrations and advice on **soil** erosion control management techniques. **Grants** are provided on structures for erosion control and manure management.

SOIL AND WATER MANAGEMENT BRANCH
ONTARIO INSTITUTE OF PEDOLOGY

AG & FOOD 32

Guelph Agriculture Centre

P. O. Box 1030

Guelph N1H 6N1

519-823-5700, Ext. 301

The Ontario Institute of Pedology is comprised of **soil** scientists from the Ontario Ministry of Agriculture and Food, Agriculture Canada and the University of Guelph. The Institute is responsible for the classification and interpretation of Ontario's soils to aid Ministry staff in **land use planning**, **tile drainage**, tillage and other soil conservation programs.

EDUCATION AND RESEARCH DIVISION

HORTICULTURAL RESEARCH INSTITUTE

AG & FOOD 33

Vineland Station L0R 2E0
416-562-4141

The Institute conducts **horticultural research** (including studies on **soils** and **crops**) to increase production and develop new varieties of **farm** products (e.g., **fruit** and **vegetables**, including **mushrooms** and table and **wine** grapes). Responsibility for coordinating all horticultural research and service programs supported by the Ministry also rests with the Institute. It provides propagating material (cuttings, etc.) to growers and **nurseries**, and serves farmers, ornamental plant growers, food processors and wine makers. Research is conducted at these locations:

Muck Research Station
R.R. 1

Kettleby L0G 1J0
416-775-3783

*Horticultural Experiment Station &
Horticultural Products Laboratory*
Vineland Station L0R 2E0
416-562-4141

Horticultural Experiment Station
Box 587

Simcoe N3Y 4N5
519-426-7120

ONTARIO AGRICULTURAL MUSEUM

AG & FOOD 34

Milton L9T 2Y3
416-878-8151

The Ontario Agricultural Museum, which is operated by the Provincial Government, houses and displays tools, implements and **historical** artifacts associated with the evolution of **agriculture** in Ontario. The eleven members of the museum's Advisory Board, provide advice on planning activities, policy, artifact collection and marketing. An **Artifact Valuation Committee** is in place to officially evaluate artifacts donated to the **Museum**.

Open to the general public from mid-May to Thanksgiving, the museum features numerous special events and maintains an extensive **library** and **research** facility. School **tours** can be arranged between early April and early November.

RURAL ORGANIZATIONS AND SERVICES

AG & FOOD 35

BRANCH

Guelph Agriculture Centre
P. O. Box 1030
Guelph N1H 6N1
519-823-5700, Ext. 212

Branch services are administered by the Guelph Agriculture Centre and provided through the Ministry's 54 county or district offices.

The branch coordinates the **4-H Program**; **Ontario Agricultural Exchange Program**; **Junior Agriculturalist Program** for urban **youth** seeking summer experience on farms; and **Agricrew**, which provides crews of students to farmers for summer jobs.

Advisory services and resources are offered to rural agricultural and **horticultural** organizations, such as the **Federated Women's Institutes of Ontario**, **Plowmen's Association** and **Junior Farmers' Association of Ontario**. The branch also arranges **volunteer leadership** training and provides publications and up-to-date resources to individuals, rural organization members and consumers. Continuing **education** programs are developed and conducted on **foods** and **nutrition**, home and **family** financial management and other topics. **Agriculture** in the Classroom resources complement primary, elementary and secondary school programs.

The branch also assists Ontario farmers with **manpower** needs by offering information and advice on **farm** labour supply, **employment** standards legislation, **personnel** management, **job** creation programs, and farm worker training programs.

COLLEGES OF AGRICULTURAL AND FOOD TECHNOLOGY

AG & FOOD 36

The colleges and the **University of Guelph** offer diplomas in **farm** management, agricultural production, agricultural **laboratory** technology, **food** service supervision and technology, **veterinary** (animal health) technology, **livestock** production, technology and management, and agricultural business management. Training courses for **dairy** manufacturers, farm equipment mechanics and dairy and swine herdworkers are also provided by the colleges. They conduct **agricultural research** for the Ministry, including studies on livestock, **poultry**, field crops, **horticultural** crops, **maple syrup**, **soils**, food and **nutrition**, economics and marketing. For policy matters, please contact this Ministry's Guelph Agriculture Centre; Guelph N1H 6N1, 519-823-5700.

*Collège de Technologie
Agricole et Alimentaire d'Alfred*
Box 580
Alfred K0B 1A0
613-679-2218

*New Liskeard College of
Agricultural Technology*
New Liskeard P0J 1P0
705-647-6738

*Centralia College of
Agricultural Technology*
Huron Park N0M 1Y0
519-228-6691

*Ridgetown College of
Agricultural Technology*
Ridgetown N0P 2C0
519-674-5456

*Kemptville College of
Agricultural Technology*
Kemptville K0G 1J0
613-258-3411

Ontario Agricultural College
University of Guelph
Guelph N1G 2W1
519-824-4120

AGRICULTURAL ENGINEERING SERVICES

AG & FOOD 37

Guelph Agriculture Centre
P. O. Box 1030
Guelph N1H 6N1
519-823-5700, Ext. 228

Agricultural Engineering Services provides **farmers** and all persons involved in **agriculture**, with **engineering** advice for farm drainage, irrigation, **water** supply, erosion control, structures (except residences), equipment, machinery economics, ventilation, manure management, **energy** conservation, rural electrification and microprocessing.

Agricultural Engineering Services also functions as a direct link between field service programs, diploma **education**, and research and development at the Colleges of Agricultural Technology and the University of Guelph's School of Engineering. To enhance the translation of research results into practical 'on farm' applications, the Service is divided into regional groups located at the five colleges. The Guelph office serves as coordinator for the Province.

For addresses of the county and district offices where other Agriculture Engineers are located (see County and District Field Offices entry).

Head, Engineering Section
Collège de Technologie
Agricole et Alimentaire d'Alfred
Alfred K0B 1A0
613-679-2218

Head, Engineering Section
New Liskeard College of
Agricultural Technology
New Liskeard P0J 1P0
705-647-6738

Head, Engineering Section
Centralia College of
Agricultural Technology
Huron Park N0M 1Y0
519-228-6691

Head, Engineering Section
Ridgetown College of
Agricultural Technology
Ridgetown N0P 2C0
519-674-5456

Head, Engineering Section
Kemptonville College of
Agricultural Technology
Kemptonville K0G 1J0
513-258-3411

AGENCIES

For some background information on ministerial agencies, boards and commissions, see entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact the Minister's office, 416-965-1041.

AGRICULTURAL COUNCIL OF ONTARIO

AG & FOOD 38

301 Bay St., 6th Flr.
Toronto M7A 1A3
416-965-1423

The Agricultural Council of Ontario is an independent senior advisory body which provides advice to the Minister and Government on major issues in the agriculture and food industries.

FARM PRODUCTS APPEAL TRIBUNAL

AG & FOOD 39

The Co-operators Bldg.
30 Macdonnell St., Ste. 303A
Guelph N1H 2Z6
519-763-3430

The Tribunal hears appeals on orders, directions, decisions or regulations made by the Director appointed under the **Milk Act** or the Milk Commission of Ontario and the Farm

Products Marketing Board created by the **Farm Products Marketing Act**. Applications for appeals are heard under the **Commodity Board Members Act**. The Tribunal also serves as a licence review board under the **Edible Oil Products Act**, **Oleomargarine Act**, **Milk Act** and **Farm Products Marketing Act**.

ONTARIO FOOD TERMINAL BOARD

AG & FOOD 40

The Queensway
Toronto M8Y 1H8
416-259-5479

The Board operates the Ontario Food Terminal, a wholesale fresh **fruit** and produce market with cold storage facilities, which serves Ontario growers. It plays a major role in the orderly marketing of fruit and **vegetables** in Ontario.

ONTARIO STOCK YARDS BOARD

AG & FOOD 41

590 Keele St., Room 339
Toronto M6N 3E3
416-767-1163

Operating under the **Stock Yards Act**, the Board provides facilities for weighing **livestock** and supervising all **scales** operations. It also **licences** sales agencies in the stock yard to act as representatives in the selling of livestock.

AGRICULTURAL RESEARCH INSTITUTE OF ONTARIO

AG & FOOD 42

801 Bay St., 7th Flr.
Toronto M7A 1A3
416-963-2156

The Institute stimulates **agricultural research** to increase efficiency in **farm** production and marketing. The Institute also responds to inquiries about research programs and Ministry policy on agriculture, **veterinary** medicine and **food** science and also serves as an advisory body on research to the Minister of Agriculture and Food.

ONTARIO FARM MACHINERY BOARD

AG & FOOD 43

801 Bay St., 7th Flr.
Toronto M7A 2B2
416-963-2156

The Ontario Farm Machinery Board investigates complaints regarding **farm** machinery and may assemble interested parties to resolve problems of service, parts supply and guarantees involving farmers, dealers and manufacturers in Ontario. The Board has developed an Ontario Farm Machinery Distributor and Retail Dealer Code which defines the extent of farm machinery distributors and dealers' commitment to new farm machinery transactions. Distributors and dealers voluntarily agreeing to meet and adhere to the requirements of the Code will be certified by the Board.

ACTS

ACTS

AG & FOOD 44

The following is a list of Acts administered by the Ministry of Agriculture and Food. For

information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or communications branch.

Abandoned Orchards Act
 Agricultural Associations Act
 Agricultural Committees Act
 Agricultural Rehabilitation and Development Act (Ontario)
 Agricultural Representatives Act
 Agricultural Research Institute of Ontario Act
 Agricultural Societies Act
 Agricultural Tile Drainage Installation Act
 Animals for Research Act
 Artificial Insemination of Livestock Act
 Beef Cattle Marketing Act
 Bees Act
 Brucellosis Act
 Bull Owner's Liability Act
 Commodity Board Members Act
 Commodity Boards and Marketing Agencies Act
 Cooperative Loans Act
 Crop Insurance Act Ontario
 Dead Animal Disposal Act
 Dog Licensing and Livestock and Poultry Protection Act
 Drainage Act
 Edible Oil Products Act
 Farm Income Stabilization Act
 Farm Products Containers Act
 Farm Products Grades and Sales Act
 Farm Products Marketing Act
 Farm Products Payments Act
 Fur Farms Act
 Grain Elevator Storage Act
 Horticultural Societies Act
 Hunter Damage Compensation Act
 Junior Farmers Establishment Act
 Livestock and Livestock Products Act
 Livestock Branding Act
 Livestock Community Sales Act
 Livestock Medicines Act
 Meat Inspection Act (Ontario)
 Milk Act
 Ministry of Agriculture and Food Act
 Non-resident Agricultural Land Interests Registration Act
 Oleomargarine Act
 Ontario Agricultural Museum Act
 Ontario Food Terminal Act
 Plant Diseases Act
 Pounds Act
 Provincial Auctioneers Act
 Riding Horse Establishments Act

Seed Potatoes Act
Sheep and Wool Marketing Act, 1981
Stock Yards Act
Tile Drainage Act
Topsoil Preservation Act
Veterinarians Act
Weed Control Act

MINISTRY OF THE ATTORNEY GENERAL

18 King St. E., 18th Flr.
Toronto M5C 1C5

The Attorney General is given a wide range of powers. A number of the duties of the office have been set out specifically by Ontario statute. The Ministry of the Attorney General Act provides for the Attorney General, as the law officer of the Executive Council, to ensure that administration of public affairs is in accordance with the law; superintend all matters connected with the administration of justice in Ontario; perform the duties and hold the powers that belong to the Attorney General and Solicitor General of England by law or usage, so far as those duties and powers are applicable to Ontario; advise the government and superintend all matters of a legislative nature; advise heads of departments and agencies of government in their legal matters; and conduct and regulate all litigation for and against the Crown.

The Federal Minister of Justice for Canada has legislative authority for the substantive areas of criminal law and procedure and asserts some independent right to prosecute certain classes of offences. The provincial Attorneys General of Canada have paramount responsibility to superintend all aspects of the administration of justice.

COMMUNICATIONS BRANCH

ATT GEN 1

18 King St. E., 12th Flr.
Toronto M5C 1C5
416-965-9111

The Communications Branch provides information services and establishes communications policy for the Ministry, advises its branches on communications problems and provides communications support to the Minister and the Deputy Minister. Activities include media liaison, answering public inquiries, producing and distributing publications, audio-visual materials, news releases and speeches. Copies of ministry **publications** on **drinking and driving**, **family law**, small claims court, jury duty, being a witness and other public legal information can be obtained by writing to the branch.

FRENCH LANGUAGE SERVICES

ATT GEN 2

10 King St. E., 8th Flr.
Toronto M5C 1C3
416-965-3870

The French Language Services Coordinator supervises the provision of **French language services** in the Ministry and a general enquiry service in the French language. The office does not provide translation and inquiries should be directed to the Coordinator of Court Interpretation and Translation, 965-8240.

SERVICES EN FRANCAIS

Le coordonnateur des services en français de ce Ministère est responsable de la mise en oeuvre de la politique du gouvernement en matière de services en langue française (services aux Franco-Ontariens en langue française). Ce bureau ne fait pas de traduction et toutes questions à ce sujet devrait être dirigée au coordonnateur des services d'interprétation et de traduction judiciaires, 965-8240.

LEGISLATIVE COUNSEL

LEGISLATIVE COUNSEL SERVICES

ATT GEN 3

Whitney Block, 1st Flr.
99 Wellesley St. W.
Queen's Park, Toronto M7A 1A2
416-965-2841

Legislative advisory services are provided to members of provincial parliament (MPPs), government ministers and ministries. The Legislative Counsel Services drafts **legislation** (bills and regulations) in French and English; prepares the Statutes of Ontario (annual books of statutes) and the Revised Statutes of Ontario or RSOs (a consolidation of statutes, revised every ten years) and files and publishes regulations. In addition to the statutes in the RSO, there are other statutes that still have the force of law. A list of these may be found in Schedule C, Volume 9, Revised Statutes of Ontario 1980. For information on statutes, contact 965-2841; on regulations, contact 965-2854; on French statutes, regulations and translations, contact 965-6096. Copies of legislation and bills can be obtained at the Ontario Government Bookstore, 880 Bay St., Toronto, 965-2054 or by writing to the Publications Centre, 880 Bay St., Toronto M7A 1N8 (see entry under Ministry of Government Services)

POLICY DEVELOPMENT DIVISION

POLICY DEVELOPMENT DIVISION

ATT GEN 4

18 King St. E., 18th Flr.
Toronto M5C 1C5
416-965-2816

The Policy Development Division's functions include: **research** and analysis of all aspects of the administration of justice in Ontario; continual review of the statutes administered by the Ministry; development of its legislative program; and advising the Attorney General and his Deputy on the progress of bills during **legislation**.

CRIMINAL LAW DIVISION

DIRECTOR OF CROWN ATTORNEYS

ATT GEN 5

18 King St. E., 18th Flr.
Toronto M5C 1C5
416-965-5879

The Director of Crown Attorneys supervises and coordinates the activities of the **crown attorneys** in the 49 counties and districts of the province (listed under Ministry of the Attorney General, Ontario Courts). The Director provides consultation with crown attorneys on particular **criminal** matters and is responsible for the hiring of crown attorneys' staff.

CROWN ATTORNEYS SYSTEM

ATT GEN 6

416-965-5879

The crown attorneys are responsible for the conduct of **prosecutions** of **offences** in their county or district under the **Criminal Code of Canada** and other federal statutes such as the **Young Offenders Act**. They also conduct prosecutions under provincial statutes such as the **Highway Traffic Act** and the **Liquor Licence Act**. The crown attorneys and their

assistants exercise the Attorney General's discretionary powers with respect to prosecutions. They choose the appropriate charge on which to proceed, consider the release of prisoners pending **trial** and conduct trials at all levels of court.

The crown attorneys also watch over private summary conviction prosecutions and intervene if the interests of the community require it. They represent the Crown in all summary conviction appeals held in the district courts. The crown attorneys act as counsel to the **coroner** during **inquests** and advise and inform the **police, lawyers** and the public on general matters related to the administration of justice.

Crown attorneys are listed in alphabetical order by county or district under the Ministry of the Attorney General, Ontario Courts entry.

CROWN LAW OFFICE CRIMINAL LAW

ATT GEN 7

18 King St. E., 16th Flr.

Toronto M5C 1C5

416-965-0650

This office is responsible for the preparation and argument of all **criminal** appeals in indictable offences in the province, whether the Crown is the respondent or the appellant. It deals with the judiciary, crown attorneys, police and the public and conducts special **prosecutions**.

The branch also provides a **racial attack advice service** by telephone to victims of racially-motivated **criminal offences**, including physical **assaults** where the police have not laid charges. Lawyers inform callers of their right to lay charges and the procedure to follow.

CIVIL LAW DIVISION

CROWN LAW OFFICE

ATT GEN 8

CIVIL LAW

18 King St. E., 17th Flr.

Toronto M5C 1C5

416-965-2831

This office provides the Ontario Government with legal services in civil **litigation** matters in all levels of courts, boards and tribunals and gives professional advice and legal opinions to all government ministries, agencies and tribunals on a variety of subjects including interpretation of provincial **legislation**. It examines applications for **judicial review** to determine if an intervention will be made on behalf of the Attorney General, deals with claims for and against the Crown and answers inquiries from the public on statutes administered by this Ministry.

CROWN LAW OFFICE CONSTITUTIONAL LAW

ATT GEN 9

18 King St. E., 4th Flr.

Toronto M5C 1C5

416-965-6271

This office advises all ministries on **constitutional** questions and reviews all **litigation** in Ontario courts and in the Supreme Court of Canada in which constitutional questions are raised. Where advisable, division counsel appear in such litigation to represent the Attorney General as a party or intervenor, or to represent the concerned ministry.

LEGAL SERVICES BRANCH

ATT GEN 10

18 King St. E., 18th Flr.

Toronto M5C 1C5

416-965-2535

Legal Services Branch is responsible for the provision of **lawyers** and the coordination of general legal advice to the ministries of the Ontario government. It also functions as Chief Inquiry Officer under the **Expropriations Act**, appointing and providing liaison with inquiry officers throughout the Province who hear concerns from the public on specific **expropriation** cases.

OFFICIAL GUARDIAN BRANCH

ATT GEN 11

180 Dundas St. W.

Toronto M5G 1E4

416-965-1865

The Official **Guardian** represents the civil rights of persons under a legal disability, usually **children** under 18 years of age or the **mentally incompetent**, as well as **unborn** and absentee persons. The Official Guardian also makes recommendations to the Court regarding the care, custody and maintenance of children in **divorce** cases and provide them with legal representation in protection and **custody** cases.

PUBLIC TRUSTEE BRANCH

ATT GEN 12

145 Queen St. W.

Toronto M5H 2N8

416-362-1331

This Branch manages **estates** of **mentally incompetent** persons (mainly those in **psychiatric** hospitals and facilities for the **developmentally handicapped**). The Public **Trustee** may be appointed administrator of estates of Ontarians who die **intestate** without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. The Public Trustee may also be appointed executor under a will, and is authorized to accept private trusts, powers of attorney, etc.. The branch advises **charitable organizations** of legacies from **wills** and reviews operations of charities. It receives in trust assets of **corporations** undergoing dissolution and is authorized to receive funds in trust for perpetual care of **cemeteries**.

PROGRAMMES AND ADMINISTRATION DIVISION

COMPUTER AND TELECOMMUNICATIONS
SERVICES BRANCH

ATT GEN 13

18 King St. E., 5th Flr.

Toronto M5C 1C5

416-965-0467

The Computer and Telecommunications Services Branch (CTSB) is responsible for the development of new computer systems and the enhancement and support of systems already in production in the Ministry of the Attorney General. It designs and plans corporate information resources, security of data access and data centre facilities, contingency and capacity planning.

Office automation and records management products are evaluated and supported and

expertise and consultation is given to ministry management on the appropriate use and implementation of office automation **technology**

The branch offers walk-in support, training and consulting services for ministry end-users of computer systems. Statistical services and centralized word processing facilities are available and the coordination of voice and data communication systems for the ministry are planned, managed and implemented by this branch.

ACCOUNTANT OF THE SUPREME COURT OF ONTARIO

ATT GEN 14

123 Edward St.
Toronto M5G 1E2
416-965-5596

This office is the depository for all money, **mortgages** and **securities** which are paid into, or lodged with, the Supreme Court of Ontario. These monies, mortgages and securities are received and disbursed or released pursuant to judgments and orders of the **Supreme Court of Ontario** and in accordance with the **Judicature Act** and other relevant statutes. Where monies are in court to the credit of infants, this office administers the funds until the age of majority of the **children**.

FINANCIAL MANAGEMENT AND PROGRAMME PLANNING BRANCH

ATT GEN 15

18 King St. E., 3rd Flr.
Toronto M5C 1C5
416-965-1291

The branch provides all programs of the Ministry with financial management and accounting services, including formulation of program estimates and branch budgets. It maintains the Ministry's Manual of Administration relating to financial and administrative policies and procedures.

Internal coordination and program planning and implementation, particularly where there is ongoing liaison and consultation with central agencies of the government, is provided by this branch. It oversees the analysis and planning function of the Ministry; monitors and evaluates the effectiveness and efficiency of programs and activities; develops submissions for central agencies in consultation with operating branches and coordinates all cost-sharing agreements with other government bodies.

The branch also assists **royal commissions** and **judicial inquiries** with logistical and administrative support and advises them on administration and operational guidelines.

Other responsibilities include drafting, coordinating and processing all Orders-in-Council and Regulations for the Ministry and administering the **Public Institutions Inspection Act**.

HUMAN RESOURCES BRANCH

ATT GEN 16

18 King St. E., 14th Flr.
Toronto M5C 1C5
416-965-2552

The Human Resources Branch develops, coordinates and administers a full range of personnel services within the Ministry of the Attorney General. It is responsible for the establishment of Ministry personnel policies and procedures, classification and compensation levels, staff recruitment, training and development, employee counselling and

staff relations. The branch also maintains the Ministry's personnel records and serves as liaison between the Ministry and the Human Resources Secretariat and the Ontario Public Service Employees Union (OPSEU). It administers The **Blind Persons' Rights Act**: blind persons shall not be denied **accommodation**, services or facilities or experience **discrimination** because they keep or are accompanied by a guide **dog**. As proof of entitlement to the provisions of the Act, the branch issues an identification card with a picture of the blind person and the dog, upon successful completion of an approved training program.

AUDIT SERVICES BRANCH

ATT GEN 17

101 Bloor St. W., 4th Flr.
Toronto M5S 1P7
416-965-4223

The branch is responsible for the Ministry's audit functions which include comprehensive review and appraisal of Ministry financial, administrative and operational records, systems and controls.

EMPLOYMENT EQUITY PROGRAM

ATT GEN 18

18 King St. E., 14th Flr.
Toronto M5C 1C5
416-965-7502

The Coordinator of the Ministry's Employment Equity Program plans, develops and coordinates activities to improve the employment status of female Ontario government employees with the aim of ensuring equal opportunity for women.

ADMINISTRATIVE TRIBUNALS

OFFICE OF THE PUBLIC COMPLAINTS COMMISSIONER

ATT GEN 19

157 Bloor St. W.
Toronto M5S 1P7
416-963-1141

The Office of the **Public Complaints Commissioner (PCC)** handles complaints from members of the public against **police** officers on the Metropolitan Toronto Police Force. A citizen may lodge a complaint directly with the Commissioner or with the Police Force. Copies are forwarded so that both the Commissioner and the Police are immediately aware of all complaints. The Public Complaints Commissioner is an independent civilian with the power to conduct his own investigation, separate from that of the police, and ensure that all complaints concerning allegations of misconduct are dealt with promptly and fairly. A complainant who is not satisfied with the decision made by the Chief of Police has the right, in certain circumstances, to have the Commissioner review the matter. After completing the review, the Commissioner may order a hearing before an all-civilian Board of Inquiry which has the power to impose penalties directly on the officer involved. Office hours are 8:30 a.m. to 5:15 p.m. There is a twenty-four hour telephone answering service.

ONTARIO MUNICIPAL BOARD

ATT GEN 20

180 Dundas St. W.

Toronto M5G 1E5

416-598-2266

The Ontario Municipal Board is an independent administrative tribunal which hears applications/appeals on municipal and planning matters such as: **zoning** by-laws, **subdivision** plans, **official plans**, consents and minor variances under the **Planning Act**; assessment appeals under the **Assessment Act**; **land compensation** matters under the **Expropriations Act**; municipal capital expenditures and debentures under the **Municipal Act** and other legislation.

The Board was established by, and derives some of its authority from, the Ontario Municipal Board Act.

ASSESSMENT REVIEW BOARD

ATT GEN 21

80 Bloor St. W.

Toronto M5S 1L9

416-965-7574

The Assessment Review Board hears complaints against **real property** and **business assessment**, the basis of **municipal taxation** in Ontario. It handles appeals on the refusal of municipal clerks to amend school support lists for **school board** taxation; applications for the cancellation, reduction or refund of municipal taxes; and requests to increase municipal taxes where manifest errors have been made in the collectors' roll. For further information on real property assessment, see Ministry of Revenue, Field Operations Branch. Contact local municipal offices for questions on property taxation and rates. For assessment complaints, contact Regional Registrar of Assessment Review Board at one of these offices:

Regional Registrar

Northwestern Area

35 Great Northern Rd.

Sault Ste. Marie P6B 4Y8

705-949-5280

Regional Registrar

Central, Georgian Bay

and Lake Huron Area

13 Davis Dr., Ste. 303

Newmarket L3Y 2R3

905-895-1274

Simcoe, York, Halton,

Peel)

Regional Registrar

Eastern Area

2378 Holly Lane, Rm. 208

Ottawa K1V 7P1

613-731-7166

(Ottawa-Carleton, Prescott

& Russell, Stormont, Dundas

& Glengarry, Lanark, Leeds

& Grenville, Renfrew, Frontenac,

Lennox & Addington, Hastings,

Prince Edward, Northumberland)

Regional Registrar

Grand River/Niagara Area

678 Main St. E., Ste. 303

Hamilton L8M 1K2

416-549-4173

(Brant, Dufferin, Wellington,

Waterloo, Niagara,

Haldimand-Norfolk,

Hamilton-Wentworth)

Regional Registrar

Lake Ontario Area

277 George St. N., Ste. 207

Peterborough K9J 3G9

705-743-7960

(Peterborough, Victoria,
Haliburton, Durham)

Regional Registrar

Metro Toronto Area North

Sheppard Centre

2 Sheppard Ave. E., Ste. 605

North York M2N 5Y7

416-733-1990

Regional Registrar

Metro Toronto Area South

80 Bloor St. W., Ste. 701

Toronto M5S 1L9

416-965-6826

Regional Registrar

Northeastern Area

Northgate Square, Ste. 300

North Bay P1B 2H3

705-474-1612

(Nippissing, Muskoka,
Parry Sound, Cochrane,
Timiskaming, Manitoulin,
Algoma, Kenora, Rainy River,
Thunder Bay, Sudbury)

Regional Registrar

Southwestern Area

426 Third St., 1st Flr.

London N5W 4W6

519-453-6660

(Elgin, Bruce, Grey,
Middlesex, Oxford, Kent,
Lambton, Essex, Huron,
Perth)

CRIMINAL INJURIES COMPENSATION BOARD

ATT GEN 2

439 University Ave., 17th Flr.

Toronto M5G 1Y8

416-965-4755

The Board provides **compensation** to eligible applicants when a person is injured or killed in Ontario, as the result of an unprovoked act of **criminal** violence.

BOARD OF NEGOTIATION

ATT GEN 2

439 University Ave.

Toronto M5G 1Y8

416-965-2867

The Board of Negotiation may act as a mediator to negotiate a settlement when **real property** is **expropriated** and no agreement can be reached on **compensation**. The property owner or the expropriating authority can request the services of the Board of Negotiation.

BOARD OF VALUATION

ATT GEN 2

439 University Ave.

Toronto M5G 1Y8

416-965-2867

Where a power exercised under the **Power Corporation Act** does not constitute an expropriation or injurious affection, **compensation** shall be paid to the **real property** owner for all damage, and when no agreement is arrived at as to the amount of compensation to be paid to the owner, the Board of Valuation shall determine compensation for such property damage. If either the owner or the power corporation is dissatisfied with the amount fixed, appeals may be made to the **Ontario Municipal Board**.

COURTS ADMINISTRATION PROGRAM

COURTS ADMINISTRATION PROGRAM

ATT GEN 25

18 King St. E., Mezzanine Level

Toronto M5C 1C5

416-965-5184

Courts Administration Program, under the supervision of the Assistant Deputy Attorney General/Inspector of Legal Offices, provides administrative services to **District** (formerly County and District) **Court**, **Surrogate Court** and the **Supreme Court of Ontario** including direction to sheriffs and court registrars (965-1524). The Program manages the **Small Claims Court**, Provincial Court (Civil) offices and gives direction to Small Claims Court bailiffs and clerks (965-7945). It manages Provincial (Criminal and Family) Court offices (965-0916); provides **courts** and office **accommodation** planning (965-8542) and ensures the provision of court reporting services (965-2399). It furnishes interpretation/translation services to the courts and is involved with the implementation of **French language services** in Ontario Courts (965-3870). The Program supports provincially-appointed judiciary and processes applications for **Commissioners** for taking **affidavits** and **notaries public** (965-8535).

COURTS

SUPREME COURT OF ONTARIO

ATT GEN 26

130 Queen St. W.

Toronto M5H 2N5

416-363-4101

The Supreme Court of Ontario consists of two divisions: the **High Court of Justice**, the trial division and the **Ontario Court of Appeal**, which hears only appeals and is the highest court in the Province. With certain exceptions, parties before the High Court may demand a trial by judge and **jury**. The **Divisional Court** is a division of the High Court with jurisdiction to hear civil appeals from administrative tribunals and the Small Claims Court. The **Family Law Division** of the High Court (965-7418) handles **trials** of **divorce** actions and motions relating to disputes between husband and wife or parents and **children**, e.g., infant custody maintenance and/or **support**. There is a local office of the Supreme Court in every county or district (see list under the Ontario Courts entry, Ministry of the Attorney General). The Divisional Court and Court of Appeal sit primarily in Toronto. The Divisional Court also sits in Ottawa and London.

SUPREME COURT OF ONTARIO

ATT GEN 27

MASTERS' OFFICE

45 Queen St. W.

Toronto M5H 2N7

416-965-5578

The **Masters** are judicial officers of the **Supreme Court of Ontario** who have jurisdiction to consider certain applications in proceedings in the Supreme Court. One of their tasks is the **assessment** or review of lawyers' bills. Clients wanting to challenge fees charged by **lawyers** must go, with a copy of the bill, to the Supreme Court of Ontario within 30 days of receiving the bill or ask a judge for a time-extension. If the complaint is justified, the judge will issue an order to have the bill assessed. To initiate proceedings or launch appeals of an assessment officer's decision, contact: in Toronto, Weekly Court, Supreme

Court, 145 Queen St. W., Toronto M7H 2N7, 965-5541; in Ottawa, Master, Supreme Court, 2 Daly Ave., Ottawa K1N 6E2, 613-566-3702; in other areas, the Local Registrar of the Supreme Court of Ontario (listed under Ontario Courts, Ministry of the Attorney General).

SUPREME COURT OF ONTARIO

ATT GEN 28

LOCAL REGISTRAR'S OFFICE

145 Queen St. W.
Toronto M5H 2N9
416-965-5544

The Supreme Court of Ontario **Local Registrar's Office**, Judicial District of York, handles inquiries regarding cases commenced in this district. For a listing of **divorce** cases for **trials**, contact 965-7419; for **bankruptcy**, contact 965-5573; for other cases, contact 965-7416. The Office provides certified copies of court **documents**, e.g. final divorce decree (965-5563). Outside this judicial district, contact the local Supreme Court Registrar of the relevant county or district. Although filed with the Supreme Court of Ontario, divorce and bankruptcy cases are governed by federal laws, the Divorce Act Canada 1986 and the Canada Bankruptcy Act, respectively. Questions about legal rights or requests for advice should be referred to a lawyer.

SUPREME COURT OF ONTARIO

ATT GEN 29

REPORTERS' OFFICE

500 University Ave., Ste. 716
Toronto M5G 1V7
416-965-2824

Supreme Court of Ontario Reporters' Office supplies shorthand reporters who provide verbatim reporting services for the sittings of all **trials** in the Supreme Court of Ontario throughout the Province. It also provides written **transcripts** of proceedings. With rare exceptions, court transcripts are available to anyone, for a fee. The Reporters' Office serves only the Supreme Court of Ontario; lower courts have their own staff.

DISTRICT COURT OF ONTARIO

ATT GEN 30

400 University Ave.
Toronto M5G 1S5
416-965-1866

The District Court of Ontario has jurisdiction in both **criminal** and civil cases. In civil cases, any amount may be claimed but the defendant can have the action moved into the **Supreme Court of Ontario** for an amount over \$25,000. However, cases involving amounts under \$1,000 (\$3,000 in Metro Toronto) are usually brought to the Small Claims Court (Provincial Court, Civil Division). The District Court hears proceedings pursuant to a variety of Statutes, including: **Landlord and Tenant Act**, **Family Law Act** and **Mental Incompetency Act**. Persons rarely appear without legal counsel. In many cases, either party may select **trial** by judge and jury. Criminal jurisdiction involves handling of trials, with or without a jury, of most indictable offences.

Sheriffs in judicial districts and counties carry out the orders of the District and Supreme Courts of Ontario and summon jurors for **jury** duty in these courts. They put into effect **writs** of execution and serve **documents** on behalf of members of the legal profession and the public. Sheriffs are in charge of the county court house (e.g., maintenance, security, etc.).

SURROGATE COURT

ATT GEN 31

361 University Ave.
Toronto M5G 1X9
416-965-7314

Surrogate Court probates **wills** of persons who die testate (with a will) and letters of administration of persons who die **intestate** (without a will). The Court also handles contested claims against **estates**, will **trials**, applications under the **Succession Law Reform Act** and **Proof in Solemn Form of Lost Wills**. Contact the local Surrogate Court Registrars listed alphabetically by county or district under the Ontario Courts entry, Ministry of the Attorney General.

PROVINCIAL COURT (CIVIL DIVISION)

ATT GEN 32

SMALL CLAIMS COURT

Judges' Chambers
400 University Ave., 25th Flr.
Toronto M5G 1S8
416-965-3715

Small Claims Court Services Branch

18 King St. E., Mezzanine Flr.
Toronto M5C 1C5
416-965-7945

Provincial Court (Civil Division), also known as the Small Claims Court, provides a convenient and inexpensive way to adjudicate damage actions, disputes over goods and services, and claims for outstanding **debts**, each for amounts not exceeding \$1,000, exclusive of interest (\$3,000, exclusive of interest, in Metropolitan Toronto).

Procedures are informal; lawyers are not required, although their services may be used. Court staff may assist in the filing of a claim or defence. The Small Claims Courts are listed alphabetically by county or district under the Ontario Courts entry, Ministry of the Attorney General.

PROVINCIAL COURT (CIVIL DIVISION)**SMALL CLAIMS COURT REFEREES**

ATT GEN 33

Judicial District of York
College Park, 444 Yonge St., Rm. 257
Toronto M5B 2H4
416-965-5591

Referees of the Small Claims Court **counsel** people on their problems with **debts**, particularly with **claims** and **garnishments**. For this service telephone for an appointment and bring complete information on income, expenses, debts and creditors.

There is a small claims court referee in each of the following judicial districts or counties: Algoma (located in Elliot Lake and Sault Ste. Marie), Cochrane (Timmins), Essex (Windsor), Hamilton-Wentworth (Hamilton), Kenora (Dryden and Kenora), Ottawa-Carleton (Ottawa), Middlesex (London and Strathroy), Sudbury (Sudbury), Thunder Bay (Thunder Bay), Timiskaming (Haileybury) and York (Toronto). To provide better service to the public in Metro Toronto, the small claims court referee service has been decentralized. In addition to the College Park location, there are referees at the

Etobicoke, North York and Scarborough Small Claims Courts. For addresses and telephone numbers, see Small Claims Court listings under Ontario Courts, Ministry of the Attorney General.

PROVINCIAL COURT (CRIMINAL DIVISION)

ATT GEN 34

60 Queen St. W.
Toronto M5H 2M4

The Provincial Court (Criminal Division), presided over by judges appointed by the Lieutenant-Governor-in-Council, renders the final disposition in approximately 95 per cent of all cases, including **young offenders** 16 and 17 years of age charged with criminal or regulatory offenses, under the **Criminal Code of Canada** and other federal statutes.

A person accused of an indictable offence which is not within the absolute jurisdiction of a Provincial Court judge and is not customarily tried before the Supreme Court of Ontario may elect to be tried before a Provincial, county or district court judge sitting either alone or with a jury. For **bail** procedures to release a person from custody, contact a justice of the peace of the appropriate court branch or, in Toronto, the Bail Office, at 965-7522.

Civil **marriages** are performed (in Toronto, Monday to Friday) by justices of the peace and judges, by special appointment only, to be made in person and in advance (965-7227).

The Provincial Court (Criminal Division) holds sittings on a regular basis at approximately 149 locations throughout the Province; a list showing the Court addresses and telephone numbers appears under Ontario Courts, Ministry of the Attorney General.

PROVINCIAL COURT (CRIMINAL DIVISION)

ATT GEN 35

PROVINCIAL OFFENCES COURT

The Provincial Offences Court is presided over by provincial judges and justices of the peace who render the final disposition regarding **offences** under the Statutes of Ontario and **municipal** by-laws, excluding parking infractions.

The **Provincial Offences Act** covers the **prosecution** of all provincial offences (e.g., those under the **Highway Traffic Act**) and municipal by-laws, excluding parking infractions. This Act provides a procedure for dealing with minor offences. The person charged may choose one of three options: a payment out of court, a plea of not guilty, or a plea of guilty with explanation. The Act also provides for proceedings to be brought to court for more serious offences. Parking infractions continue under the Summary Convictions Act (for the present).

For questions about payment of **parking tags** issued by municipal police, contact the police directly since procedures vary throughout the province. Parking tags issued by the Metro Toronto Police are payable at any court office in Metro, or any bank in the province.

For inquiries on payment of **fines** following conviction and **driver licence** suspension for non-payment of fines, call the Provincial Court (Criminal Division); in Toronto, call 965-7537.

The Provincial Offences Court holds sittings on a regular basis at approximately 149 locations throughout the Province. Addresses are the same as for the Provincial Court (Criminal Division) and are listed under Ontario Courts, Ministry of the Attorney General.

PROVINCIAL COURT (CRIMINAL DIVISION)
DEFAULTED FINES CONTROL CENTRE

ATT GEN 36

60 Queen St. W., Rm. 19
Old City Hall
Toronto M5H 2M4
416-965-9012

The Defaulted Fines Control Centre monitors court orders suspending **driver licences** for non-payment of **fin**es under the **Highway Traffic Act** and provides information about the fine(s) which caused the suspension and the procedures to clear it. The Centre may be contacted by telephone in Toronto at 965-9012 or by writing to the above address. It is not involved with traffic fines for drivers whose licences have not yet been suspended due to non-payment; for this information, contact the appropriate Provincial Offences Court (same address as the local Provincial Court (Criminal Division) listed under the Ontario Courts, Ministry of the Attorney General.

PROVINCIAL COURT (CRIMINAL DIVISION)
METRO TORONTO FORENSIC SERVICE

ATT GEN 37

1001 Queen St. W.
Toronto M6J 1H4
416-535-8501

Metro Toronto Forensic Service (METFORS) performs **psychiatric** assessments of persons who have been arrested due to alleged **criminal** offences and are suspected of being **mentally ill**. Examinations are ordered primarily by the Provincial Court (Criminal Division) and are usually conducted prior to bail. The Service also assesses and treats those persons who have demonstrated signs of mental illness while in jail awaiting trial. **METFORS** is funded by the Ministry of the Attorney General, staffed by professionals in the field and run by a board of representatives from the **Clarke Institute of Psychiatry** and the Ministries of the Attorney General, Health and Correctional Services. It primarily serves courts within the Judicial District of York; at times some cases are accepted from elsewhere.

PROVINCIAL COURT (FAMILY DIVISION)

ATT GEN 38

Chief Judge's Office
100 Bay St.
Toronto M5G 1Z6
416-965-3214

Provincial Court (Family Division) deals with domestic relations law (custody and access of **children**, **support** orders for spouses, infants and destitute parents); child welfare (child protection and **adoption**) and **young offenders** (children 12 to 15 years of age charged with **criminal** or regulatory offences).

There is at least one court in each county, district or judicial district, except for the Judicial District of Hamilton-Wentworth (see next entry, Unified Family Court). See list under Ontario Courts, Ministry of the Attorney General.

UNIFIED FAMILY COURT

ATT GEN 39

Judicial District of Hamilton-Wentworth
100 James St. S.
Hamilton L8P 2Z3
416-525-1550

The Unified Family Court, Judicial District of Hamilton-Wentworth, was established in 1977 in response to the recommendations of the federal and Ontario law reform commissions and as a pilot project for the future development of this court in other areas of Ontario. Replacing the former Provincial Court (Family Division) of Hamilton-Wentworth, the Unified Family Court has exclusive, original jurisdiction over family matters as set out in the Courts of Justice Act, 1984, Part III. It is designed to remedy problems assumed to be caused by the existing court system, by unifying the exercise of jurisdiction in all **family law** matters in one court. Its objectives relate to the interests of individual families and the state. For families, the system aims to reduce feelings of confusion in the legal resolution of disputes; to lessen costs of resolving disputes through the court; to reduce delay and inconvenience; and to provide families with a resolution which is comprehensive, equitable, understandable and durable. For the state, the system aims to decrease court, legal and welfare costs in the resolution of family disputes; to preserve and strengthen the family by helping spouses accept their responsibilities; and to promote conditions which encourage respect for the law and the courts. Attached to and forming part of the Unified Family Court is a conciliation service, which performs mediation on custody and access problems. The mediation process assists parties in coming to agreement on issues of custody and access.

ONTARIO COURTS

ATT GEN 40

Ontario is administratively divided into judicial counties or districts. Below is a list of courts, grouped by the judicial counties or districts in which they are located. Courts are also listed in the blue pages of all telephone directories. If long distance ask operator for appropriate Zenith number.

ALGOMA DISTRICT

Provincial Court (Criminal)
P.O. Box 187
Bruce Mines P0R 1C0
705-785-3767
Zenith 81930

Provincial Court (Criminal)
14 Oakland Blvd.
Elliot Lake P5A 2T1
705-848-2500
Zenith 81930

Provincial Court (Civil Division)
Elliot Lake Small Claims Court
12 Gillanders Rd.
Elliot Lake P5A 1W3
705-848-2383
Zenith 89000

Crown Attorney
Court House, P. O. Box 550
Sault Ste. Marie P6A 5M8
705-949-4440
Zenith 61130

Sheriff-District Court
Court House
P. O. Box 550
Sault Ste. Marie P6A 5M8
705-759-1352
Zenith 30490

*Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar*
Court House
426 Queen St. E.
Sault Ste. Marie P6A 5M8
705-254-6911
For toll-free number, see
blue pages in telephone directory

Provincial Court (Criminal)
Court House, P. O. Box 550
Sault Ste. Marie P6A 5M8
705-254-6897
Zenith 81930

Provincial Court (Family)
Court House, P. O. Box 909
473 Queen St. E., Ste. 100
Sault Ste. Marie P6A 1Z5
705-253-3288
Zenith 20650

*Provincial Court (Civil Division)
Sault Ste. Marie Small Claims Court
Small Claims Court Referee*
Court House, 424-440 Queen St. E.
Sault Ste. Marie P6A 1Z7
705-253-5141
Zenith 89000

Provincial Court (Civil Division)
14 Maple St.
Thessalon P0R 1L0
705-842-3220
Zenith 89000

*Provincial Court (Civil Division)
Wawa Small Claims Court*
42 Superior Ave.
Wawa P0S 1K0
705-856-7079
Zenith 89000

BRANT COUNTY

Crown Attorney
Court House
80 Wellington St.
Brantford N3T 2L9
519-752-3704

*Sheriff/Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar*
Court House
70 Wellington St.
Brantford N3T 2L9
519-752-5941

Provincial Court (Criminal)
102 Wellington Sq.
Brantford N3T 2M2
519-753-3121

Provincial Court (Family)
City Hall, 2nd Flr.
100 Wellington Sq.
Brantford N3T 2M2
519-752-6559

*Provincial Court (Civil Division)
Brantford Small Claims Court*
34 Market St.
Brantford N3T 2Z5
519-753-0451

BRUCE COUNTY

*Provincial Court (Civil Division)
Port Elgin Small Claims Court*
Box 1621, 607 Mill St.
Port Elgin N0H 2C0
519-832-2253
Zenith 89000

Crown Attorney
Court House
P. O. Box 460
Walkerton N0G 2V0
519-881-0432
Zenith 61130

Sheriff

Court House

Walkerton N0G 2V0

519-881-1772

Zenith 30490

Local Registrar-Supreme Court

Surrogate Registrar

Court House

Walkerton N0G 2V0

519-881-0211

Zenith 71040

Provincial Court (Criminal & Family)

P. O. Box 39

Walkerton N0G 2V0

519-881-2333

Zenith 81930

Provincial Court (Civil Division)

Walkerton Small Claims Court

Court House

Box 430, 215 Cayley St.

Walkerton N0G 2V0

519-881-0211

Zenith 71040

Provincial Court (Civil Division)

Warton Small Claims Court

Box 514, 507 Mary St.

Warton N0H 2T0

519-534-1714

Zenith 89000

COCHRANE DISTRICT

Sheriff

Court House

Cochrane P0L 1C0

705-272-4256

Zenith 30490

Local Registrar-Supreme Court

District Court Registrar

Surrogate Registrar

P. O. Box 638

Cochrane P0L 1C0

705-272-4186

Zenith 71040

Provincial Court (Criminal & Family)

P. O. Box 2069

Cochrane P0L 1C0

705-272-4358

Zenith 81930

Provincial Court (Civil Division)

Cochrane Small Claims Court

Box 1688, 149 4th Ave.

Cochrane P0L 1C0

705-272-4151

Zenith 89000

Provincial Court (Civil Division)

Iroquois Falls Small Claims Court

Box 369, 885 Centennial St.

Iroquois Falls P0K 1G0

705-232-4374

Zenith 89000

Crown Attorney

2, Drury St.

Kapuskasing P5N 1K8

705-335-6184

Zenith 61130

Provincial Court (Civil Division)

Kapuskasing Small Claims Court

Box 182, 22 Hill St.

Kapuskasing P5N 2Y3

705-335-6383

Zenith 89000

Crown Attorney

230A First Ave.

Timmins P4N 1H5

705-264-5234

Zenith 61130

Local Registrar-Supreme Court

District Court Registrar

Surrogate Registrar

48 Spruce St. N.

Timmins P4N 6M7

705-267-1449

Provincial Court (Criminal)
The 101 Mall, Ste. 125
38 Pine St. N.
Timmins P4N 6K6
705-264-2376
Zenith 81930

Provincial Court (Family)
The 101 Mall, 2nd Flr.
38 Pine St. N.
Timmins P4N 6K6
705-264-5228
Zenith 20650

Provincial Court (Civil Division)
Timmins Small Claims Court
Small Claims Court Referee
47 Pine St. S.
Timmins P4N 2J9
705-264-3808
Zenith 89000

DUFFERIN COUNTY

Crown Attorney
Provincial Court Office
75 First St.
Orangeville L9W 2E7
519-941-4471

Sheriff/Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
51 Zina St.
Orangeville L9W 1E5
519-941-4744

Provincial Court (Criminal & Family)
75 First St., 2nd Flr.
Orangeville L9W 2E7
519-941-5802

Provincial Court (Civil Division)
Orangeville Small Claims Court
21 First St.
Orangeville L9W 2C8
519-941-1392

Provincial Court (Civil Division)
Shelburne Small Claims Court
R. R. 1
Shelburne L0N 1S0
519-925-5040

JUDICIAL DISTRICT OF DURHAM

Provincial Court (Criminal)
242 King St. E.
Oshawa L1H 3Z8
416-723-5251
Zenith 81930

Provincial Court (Family)
44 Bond St. W.
P.O. Box 2216
Oshawa L1G 6R2
416-728-1623/4
Zenith 20650

Provincial Court (Civil Division)
Oshawa Small Claims Court
Box 474, Station A
King & Park Plaza
14 1/2 King St. E.
Oshawa L1H 2L5
416-723-9332
Zenith 89000

Crown Attorney
Court House
P. O. Box 448
605 Rossland Rd. E.
Whitby L1N 5S4
416-668-8873
Zenith 61130

Sheriff
Court House
P. O. Box 446
605 Rossland Rd. E.
Whitby L1N 5S4
416-668-6808
Zenith 30490

*Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House
P. O. Box 447
605 Rossland Rd. E.
Whitby L1N 5S4
416-668-8845
Zenith 71040*

*Provincial Court (Civil Division)
Whitby Small Claims Court
306 Dundas St. W., 2nd Flr
P. O. Box 554
Whitby L1N 5S4
416-668-3624
Zenith 89000*

*Provincial Court (Civil Division)
Uxbridge Small Claims Court
8 Brock St. W., P. O. Box 340
Uxbridge L0C 1K0
416-852-7113
Zenith 89000*

ELGIN COUNTY

*Crown Attorney
Administration of Justice Bldg.
30 St. Catharines St.
St. Thomas N5P 3T9
519-631-1506
Zenith 61130*

*Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House, P. O. Box 310
St. Thomas N5P 3T9
519-633-1720
Zenith 71040*

*Sheriff
Court House, P. O. Box 310
St. Thomas N5P 3T9
519-631-3530
Zenith 71040*

*Provincial Court (Criminal)
P. O. Box 267
St. Thomas N5P 3T9
519-633-1230
Zenith 81930*

*Provincial Court (Family)
P. O. Box 327
St. Thomas N5P 3T9
519-633-2160/69
Zenith 20650*

*Provincial Court (Civil Division)
St. Thomas Small Claims Court
2 Wellington St.
St. Thomas N5R 2P2
519-631-1241
Zenith 89000*

ESSEX COUNTY

*Provincial Court (Civil Division)
Amherstburg Small Claims Court
1389 Front Road S.
Amherstburg N9V 2M5
519-736-2667*

*Provincial Court (Civil Division)
Kingsville Small Claims Court
17 Division St. S., P. O. Box 40
Kingsville N9Y 2E8
519-733-2633
Zenith 89000*

*Crown Attorney
Ste. 610, West Court Place
251 Goyeau St.
Windsor N9A 6V2
519-253-1104
Zenith 61130*

*Sheriff
County Court House
245 Windsor Ave.
Windsor N9A 1J2
519-252-7209
Zenith 30490*

*Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House
245 Windsor Ave.
Windsor N9A 1J2
519-254-1159
Zenith 71040*

*Provincial Court (Criminal)
P. O. Box 607
Windsor N9A 6N4
519-254-2591
Zenith 81930*

*Provincial Court (Family)
250 Windsor Ave., 4th Flr.
Windsor N9A 6R5
519-254-2871
Zenith 20650*

*Provincial Court (Civil Division)
Windsor Small Claims Court
744 Ouellette Ave.
Windsor N9A 1C3
519-258-8751*

*The Master
Supreme Court of Ontario
245 Windsor Ave., Rm. 114
Windsor N9A 1J2
519-254-1058*

FRONTENAC COUNTY

*Crown Attorney
County Court House, 2nd Flr.
Kingston K7L 2N4
613-548-6220
Zenith 61130*

*Sheriff
Court House
Kingston K7L 2N4
613-548-6820
Zenith 30490*

*Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House
Kingston K7L 2N4
613-548-6811
Zenith 71040*

*Provincial Court (Criminal)
P. O. Box 400
279 Wellington St.
Kingston K7L 4W2
613-548-6200
Zenith 81930*

*Provincial Court (Family)
P. O. Box 981
469 Montreal St.
Kingston K7L 4X8
613-548-6789
Zenith 20650*

*Provincial Court (Civil Division)
Kingston Small Claims Court
County Court House
Kingston K7L 2N4
613-547-2231
Zenith 89000*

*Provincial Court (Civil Division)
Sharbot Lake Small Claims Court
General Delivery
Sharbot Lake K0H 2P0
613-279-2537
Zenith 89000*

GREY COUNTY

*Provincial Court (Civil Division)
Durham Small Claims Court
R. R. 3, Box 103
Durham N0G 1R0
519-369-3505
Zenith 89000*

*Provincial Court (Civil Division)
Meaford Small Claims Court
Box 742
Meaford N0H 1Y0
519-538-3618*

Crown Attorney

Court House

595 9th Ave. E.

Owen Sound N4K 3E3

519-376-3199

Zenith 61130

Sheriff

Court House

595 9th Ave. E.

Owen Sound N4K 3E3

519-376-7535

Zenith 30490

Local Registrar-Supreme Court

District Court Registrar

Surrogate Registrar

Court House

595 9th Ave. E.

Owen Sound N4K 3E3

519-376-1461

Zenith 81930

Provincial Court (Criminal)

1133 2nd Ave. E.

P. O. Box 233

Owen Sound N4K 5P3

519-376-0185

Zenith 81930

Provincial Court (Family)

Toms Bldg., 347 8th St. E.

P. O. Box 206

Owen Sound N4K 2R8

519-371-1313

Zenith 20650

Provincial Court (Civil Division)

Owen Sound Small Claims Court

880 2nd Ave. E.

Owen Sound N4K 2H3

519-376-6659

JUDICIAL DISTRICT OF HALDIMAND

Local Registrar-Supreme Court

District Court Registrar

Surrogate Registrar

Sheriff

Court House

Box 70

Cayuga N0A 1E0

416-772-5352

Zenith 71040

Provincial Court (Criminal & Family)

P. O. Box 399

Cayuga N0A 1E0

416-772-3818

Zenith 20650 (Family)

Zenith 81930 (Criminal)

Crown Attorney

Court House

55 Munsee St.

Cayuga N0A 1E0

416-772-5043

Zenith 61130

Provincial Court (Civil Division)

Cayuga Small Claims Court

Court House

Box 58, 55 Munsee St.

Cayuga N0A 1E0

416-772-3403

Zenith 89000

JUDICIAL DISTRICT OF HALTON

Provincial Court (Criminal)

760 Brant St.

Burlington L7R 4B7

416-632-8811

Provincial Court (Civil Division)

Burlington Small Claims Court

548 Locust St., Box 384

Burlington L7R 3Y3

416-632-0680

Crown Attorney
Court House
491 Steeles Ave. E.
Milton L9T 1Y7
416-878-7291

Sheriff
Court House
491 Steeles Ave. E.
Milton L9T 1Y7
416-878-7285

Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House
491 Steeles Ave. E.
Milton L9T 1Y7
416-878-7281

Provincial Court (Family)
Court House
491 Steeles Ave. E.
Milton L9T 1Y7
416-878-7268

Provincial Court (Criminal)
491 Steeles Ave. E.
Milton L9T 1Y7
416-878-4165

Provincial Court (Civil Division)
Milton Small Claims Court
Court House
491 Steeles Ave. E.
Milton L9T 1Y7
416-878-6771

Provincial Court (Criminal)
P. O. Box 97
Oakville L6J 4Z5
416-845-6601

Provincial Court (Civil Division)
Oakville Small Claims Court
297 Lakeshore Rd. E., Ste. 4
Oakville L6J 1J3
416-845-7941

JUDICIAL DISTRICT OF HAMILTON- WENTWORTH

Crown Attorney
Court House
50 Main St. E.
Hamilton L8N 1E9
416-528-8774

Sheriff
Court House
50 Main St. E.
Hamilton L8N 1E9
416-522-1318

Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House
50 Main St. E.
Hamilton L8N 1E9
416-528-6708

Provincial Court (Criminal)
125 Main St. E.
Hamilton L8N 1G4
416-525-1840

County & District Courts
Unified Family Courts
100 James St. S.
Hamilton L8P 2Z3
416-525-1550/51/52/59

Provincial Court (Civil Division)
Hamilton Small Claims Court
P. O. Box 680
140 Hunter St. E.
Hamilton L8N 1M6
416-522-9063

HASTINGS COUNTY

Provincial Court (Civil Division)
Bancroft Small Claims Court
90 Bridge St. E., Box 36
Bancroft K0L 1C0
613-332-4613

Crown Attorney
235 Pinnacle St.
Belleville K8N 3A9
613-962-0772
Zenith 61130

*Sheriff/Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar*
235 Pinnacle St.
Belleville K8N 3A9
613-962-9106
Zenith 71040

Provincial Court (Criminal)
15 Victoria Ave., 1st Flr.
Belleville K8N 1Z5
613-962-3468
Zenith 81930

Provincial Court (Family)
Century Place, Ste. 402
P. O. Box 906
Belleville K8N 5B6
613-968-6759
Zenith 20650

*Provincial Court (Civil Division)
Belleville Small Claims Court*
123 Front St.
Belleville K8N 2Y6
613-962-2300

*Provincial Court (Civil Division)
Marmora Small Claims Court*
108 Forsyth St.
Marmora K0K 2M0
613-472-2501
Zenith 89000

*Provincial Court (Civil Division)
Trenton Small Claims Court*
80 Division St.
Trenton K8V 5S5
613-392-1655
Zenith 89000

HURON COUNTY

Crown Attorney
Court House
1 Court House Sq.
Goderich N7A 1M2
519-524-9272
Zenith 61130

*Sheriff/Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar*
Court House
1 Court House Sq.
Goderich N7A 1M2
519-524-7322
Zenith 71040

Provincial Court (Criminal)
Court House
1 Court House Sq.
Goderich N7A 1M2
519-524-9342
Zenith 81930

Provincial Court (Family)
Court House
1 Court House Sq.
Goderich N7A 1M2
519-524-2990
Zenith 20650

*Provincial Court (Civil Division)
Goderich Small Claims Courts*
61 Hamilton St., Box 512
Goderich N7A 1R1
519-524-7112
Zenith 89000

KENORA DISTRICT

Provincial Court (Criminal & Family)
479 Government St.
P. O. Box 3000
Dryden P8N 3B3
807-223-2348/49

Crown Attorney
479 Government St.
P. O. Box 3000
Dryden P8N 3B3
807-223-3351

Provincial Court (Civil Division)
Dryden Small Claims Court
Ontario Government Bldg., Rm. 127
Box 636, Hwy. 17
Dryden P8N 2Z3
807-223-2613
Zenith 89000

Crown Attorney
Court House
Water St.
Kenora P9N 1S4
807-468-8292
Zenith 61130

Sheriff/Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House
Kenora P9N 1S4
807-468-6270
Zenith 71040

Provincial Court (Criminal)
Court House
Kenora P9N 1S4
807-468-6132
Zenith 81930

Provincial Court (Family)
Court House
216 Water St.
Kenora P9N 1S4
807-468-3353/4
Zenith 20650

Provincial Court (Civil Division)
Kenora Small Claims Court
Court House
Kenora P9N 1S4
807-468-6270
For toll-free number see
blue pages of telephone directory

Provincial Court (Civil Division)
Red Lake Small Claims Court
Box 226
Red Lake P0V 2M0
807-727-2767
Zenith 89000

KENT COUNTY

Crown Attorney
Court House
21 Seventh St., 4th Flr.
Chatham N7M 4K1
519-352-2141
Zenith 61130

Sheriff
Court House
21 Seventh St., 3rd Flr.
Chatham N7M 4K1
519-352-7740
Zenith 30490

Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House
21 Seventh St., 3rd Flr.
Chatham N7M 4K1
519-354-4450
Zenith 71040

Provincial Court (Criminal)
21 Seventh St.
Chatham N7M 4K1
519-352-9070
Zenith 81930

Provincial Court (Family)
467 St. Clair St., Box 38
Chatham N7M 5K1
519-354-3400
Zenith 20650

Provincial Court (Civil Division)
Chatham Small Claims Court
21 Seventh St., Box 205
Chatham N7M 5K3
519-354-0210
Zenith 89000

Provincial Court (Civil Division)
Wallaceburg Small Claims Court
437 James St.
Wallaceburg N8A 2N8
519-627-1174

LAMBTON COUNTY

Provincial Court (Civil Division)
Forest Small Claims Court
1 James St., Box 327
Forest N0N 1J0
519-786-5329
Zenith 89000

Crown Attorney
Court House
700 Christina St. N.
P. O. Box 2587
Sarnia N7T 7N5
519-337-3265
Zenith 71040

Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House
700 Christina St. N.
P. O. Box 2567
Sarnia N7T 7V8
519-337-3265
Zenith 71040

Sheriff
Court House
700 Christina St. N.
P. O. Box 2587
Sarnia N7T 7N5
519-337-3265
Zenith 71040

Provincial Court (Criminal)
700 Christina St. N.
P. O. Box 2017
Sarnia N7T 7L1
519-336-8830
Zenith 81930

Provincial Court (Family)
700 Christina St. N.
P. O. Box 2628
Sarnia N7T 7V8
519-337-2346
Zenith 20650

Provincial Court (Civil Division)
Sarnia Small Claims Court
180 Christina St. N.
Sarnia N7T 5T9
519-337-6651

LANARK COUNTY

Provincial Court (Civil Division)
Carleton Place Small Claims Court
205 Mailey Dr.
Carleton Place K7C 3V3
613-257-5124
Zenith 89000

Crown Attorney
Court House
43 Drummond St. E.
Perth K7H 1G1
613-267-1900
Zenith 61130

Sheriff/Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House
43 Drummond St. E.
Perth K7H 1G1
613-267-2021
Zenith 71040

Provincial Court (Civil Division)
Perth Small Claims Court
Court House
Box 51, 43 Drummond St.
Perth K7H 1G1
613-267-2021

Provincial Court (Criminal & Family)
39 Chamber St.
P. O. Box 31
Smiths Falls K7A 4S9
613-283-1906/7
Zenith 81930

Provincial Court (Civil Division)
Smiths Falls Small Claims Court
12 Catherine St., P. O. Box 31
Smiths Falls K7A 4T2
613-283-1906/07

UNITED COUNTIES OF LEEDS & GRENVILLE

Crown Attorney
County Court House
Brockville K6V 5T7
613-342-2034
Zenith 61130

Sheriff
County Court House
Brockville K6V 5T7
613-345-5895
Zenith 30490

Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
County Court House
Brockville K6V 5T7
613-342-2288
Zenith 71040

Provincial Court (Criminal & Family)
75 Water St. W.
P. O. Box 1360
Brockville K6V 5Y6
613-342-5003
Zenith 81930

Provincial Court (Criminal Division)
100 Garden St.
Box 213
Gananoque K7G 1H9
613-382-4606

Provincial Court (Criminal Division)
360 Dibble St.
Prescott K0E 1T0
613-925-4873

Provincial Court (Civil Division)
Brockville Small Claims Court
27 King St. E.
Brockville K6V 1A7
613-342-2833
Zenith 89000

Provincial Court (Civil Division)
Prescott Small Claims Court
146 King St. W., Box 1270
Prescott K0E 1T0
613-925-4633
Zenith 89000

COUNTY OF LENNOX & ADDINGTON

Provincial Court (Civil Division)
Kaladar Small Claims Court
Box 51
Kaladar K0H 1Z0
613-336-8952

Crown Attorney
County Memorial Bldg.
41 Dundas St. W.
P. O. Box 158
Napanee K7R 1Z5
613-354-2144
Zenith 61130

Sheriff/Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
97 Thomas St. E.
Napanee K7R 1L1
613-354-3845
Zenith 71040

Provincial Court (Criminal & Family)
P. O. Box 386
41 Dundas St. W.
Napanee K7R 3P5
613-354-5450/3850
Zenith 81930

Provincial Court (Civil Division)

Napanee Small Claims Court

35 Dundas St. E., Box 51

Napanee K7R 3H8

613-354-5243

Zenith 89000

MANITOULIN DISTRICT

Sheriff/Local Registrar-Supreme Court

District Court Registrar

Surrogate Registrar

Court House, P. O. Box 265

Gore Bay P0P 1H0

705-282-2461

Zenith 81930 (Sheriff)

Zenith 71040 (Supreme, County,

Surrogate courts)

Provincial Court (Criminal & Family)

District Court House

P. O. Box 314

Gore Bay P0P 1H0

705-282-2531

Zenith 81930

Provincial Court (Civil Division)

Gore Bay Small Claims Court

Court House

Gore Bay P0P 1H0

705-282-2461

Zenith 89000

Provincial Court (Civil Division)

Little Current Small Claims Court

Box 363

Little Current P0P 1K0

705-368-2277

Zenith 89000

Crown Attorney

Court House

Sudbury P3C 1T9

705-675-4155, Ext. 206

For toll-free number see

blue pages of telephone directory

MIDDLESEX COUNTY

Crown Attorney

Court House

80 Dundas St. E.

P. O. Box 5600, Terminal A

London N6A 2P3

519-679-7130

Zenith 61130

Sheriff

Court House

80 Dundas St. E.

P. O. Box 5600, Terminal A

London N6A 2P3

519-679-7140

Zenith 71040

Local Registrar-Supreme Court

District Court Registrar

Surrogate Registrar

Court House

80 Dundas St. E.

P. O. Box 5600, Terminal A

London N6A 2P3

519-679-7161

Zenith 71040

Provincial Court (Criminal)

Court House

80 Dundas St. E.

P. O. Box 5600, Terminal A

London N6A 2P3

519-679-7068

Zenith 81930

Provincial Court (Family)

P. O. Box 5600, Terminal A

London N6A 2P3

519-679-7090

Zenith 20650

Provincial Court (Civil Division)

London Small Claims Court

Court House

80 Dundas St. E.

P. O. Box 5600, Terminal A

London N6A 2P3

519-679-7017

The Referee
London Small Claims Court
 Court House
London N6A 2P3
 519-433-4684

Master, Supreme Court
 Court House
 80 Dundas St. E.
 P. O. Box 5600, Terminal A
London N6A 2P3
 519-679-7083

Provincial Court (Civil Division)
Strathroy Small Claims Court
 52 Frank St.
Strathroy N7G 2R4
 519-245-1477
 Zenith 89000

MUSKOKA DISTRICT

Crown Attorney
 Court House
 P. O. Box 487
Bracebridge P0B 1C0
 705-645-2411
 Zenith 61130

Sheriff/Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar,
 Court House
 3 Dominion St. N., P. O. Box 1080
Bracebridge P0B 1C0
 705-645-8793
 Zenith 71040

Provincial Court (Criminal)
 P. O. Box 1110
Bracebridge P0B 1C0
 705-645-2269
 Zenith 81930

Provincial Court (Family)
 P. O. Box 159
Bracebridge P0B 1C0
 705-645-2831
 Zenith 20650

Provincial Court (Civil Division)
Bracebridge Small Claims Court
 Box 1821
Bracebridge P0B 1C0
 705-645-2682
 Zenith 89000

Provincial Court (Civil Division)
Huntsville Small Claims Court
 P. O. Box 2592, 578 Brunel Rd.
Huntsville P0A 1K0
 705-789-5630

JUDICIAL DISTRICT OF NIAGARA NORTH

Provincial Court (Civil Division)
Grimsby Small Claims Court
 31 Baker Rd. N., P. O. Box 293
Grimsby L3M 2W9
 416-945-2756
 Zenith 89000

Crown Attorney
 P. O. Box 788
St. Catharines L2R 6Y3
 416-685-4293
 Zenith 61130

Sheriff
 Court House
 59 Church St., P. O. Box 277
St. Catharines L2R 6T7
 416-685-7341
 Zenith 30490

Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
 59 Church St., P.O. Box 727
St. Catharines L2R 6Y3
 416-685-4284
 Zenith 71040

Provincial Court (Criminal)
 59 Church St., 2nd Flr.
 P. O. Box 1537
St. Catharines L2R 7J9
 416-685-4856
 Zenith 81930

Provincial Court (Family)

59 Church St., 4th Flr.

P. O. Box 536

St. Catharines L2R 6V9

416-685-7142

Zenith 20650

Provincial Court (Civil Division)

St. Catharines Small Claims Court

59 Church St., 2nd Flr.

P. O. Box 574

St. Catharines L2R 6W8

416-682-1560

**JUDICIAL DISTRICT OF NIAGARA
SOUTH**

Provincial Court (Criminal)

P. O. Box 627

Niagara Falls L2E 6J5

416-354-2789

Zenith 81930

Provincial Court (Civil Division)

Niagara Falls Small Claims Court

4691 Ontario Ave.

Niagara Falls L2G 3R1

416-356-3404

Zenith 89000

Crown Attorney

90 Division St.

Welland L3B 4A2

416-732-1328

Zenith 61130

Sheriff

Court House

102 East Main St.

Welland L3B 3W6

416-734-6284

Zenith 30490

Local Registrar-Supreme Court

District Court Registrar

Surrogate Registrar

Court House

102 East Main St.

Welland L3B 3W6

416-735-0010

Zenith 71040

Provincial Court (Criminal)

40 Division St.

Welland L3B 3Z6

416-732-2493

Zenith 81930

Provincial Court (Family)

3 Cross St.

P. O. Box 383

Welland L3B 5P7

416-734-7451

Zenith 20650

Provincial Court (Civil Division)

Welland Small Claims Court

Court House

102 Main St. E., Box 612

Welland L3B 5R4

416-734-7417

Zenith 89000

NIPISSING DISTRICT

Crown Attorney

Court House

621 Main St. W.

North Bay P1B 2V6

705-472-9230

Zenith 61130

Sheriff/Local Registrar-Supreme Court

District Court Registrar

Surrogate Registrar

Court House

North Bay P1B 4G1

705-472-7911

For toll-free number see
blue pages of telephone directory

Provincial Court (Criminal)

621 Main St. W.

North Bay P1B 2V6

705-472-8120

Zenith 81930

Provincial Court (Family)

147 McIntyre St. W.

North Bay P1B 2Y5

705-472-2680

Zenith 20650

Provincial Court (Civil Division)

North Bay Small Claims Court

390 Plouffe St.

North Bay P1B 4G1

705-472-5860

Zenith 89000

Provincial Court (Civil Division)

Sturgeon Falls Small Claims Court

Box 416

Sturgeon Falls P0H 2G0

705-753-1090

JUDICIAL DISTRICT OF NORFOLK

Crown Attorney

Justice Bldg., Box 605

No. 3 Highway W.

Simcoe N3Y 4N4

519-426-5920

Sheriff/Local Registrar-Supreme Court

District Court Registrar

Surrogate Registrar

Court House

P. O. Box 308

Simcoe N3Y 4L2

519-426-6550

Provincial Court (Criminal)

P. O. Box 605

Simcoe N3Y 4N4

519-426-8330

Provincial Court (Family)

P. O. Box 605

Simcoe N3Y 4N4

519-426-8450

Provincial Court (Civil Division)

Simcoe Small Claims Court

Court House, Box 605

Simcoe N3Y 4N4

519-426-3447

Zenith 89000

NORTHUMBERLAND COUNTY

Provincial Court (Civil Division)

Brighton Small Claims Court

76 Yonge St., Box 97

Brighton K0K 1H0

613-475-0961

Zenith 89000

Crown Attorney

Court House

55 King St. W.

Cobourg K9A 2M2

416-372-8784

Zenith 61130

Sheriff

P. O. Box 517

Cobourg K9A 4L3

416-372-7812

For toll-free number see

blue pages of telephone directory

Local Registrar-Supreme Court

District Court Registrar

Surrogate Registrar

P. O. Box 360

Cobourg K9A 4K8

416-372-3751

Zenith 71040

Provincial Court (Criminal)

1011 William St., Box 910

Cobourg K9A 4W4

416-372-0193/4

Zenith 81930

Provincial Court (Family)

Court House
55 King St. W.
P. O. Box 996
Cobourg K9A 2M2
416-372-0126
Zenith 20650

Provincial Court (Civil Division)

Cobourg Small Claims Court
208 Division St., Box 546

Cobourg K9A 4L3
416-372-7153
Zenith 89000

Provincial Court (Civil Division)

Port Hope Small Claims Court

3 Jane St., Box 216
Port Hope L1A 2E4
416-885-8695

**JUDICIAL DISTRICT, OTTAWA-
CARLETON**

Crown Attorney

Court House
161 Elgin St., 3rd Flr.
Ottawa K2P 2K1
613-239-1200

Sheriff

Court House
161 Elgin St.
Ottawa K2P 2K1
613-239-1050

Master and Taxing Officer

Supreme Court of Ontario

16 Elgin St.
Ottawa K2P 2K1
613-239-1320

Local Registrar

District Court Clerk

Surrogate Registrar

Court House
161 Elgin St.
Ottawa K2P 2K1
613-239-1022

Provincial Court (Criminal)

Court House
161 Elgin St.
Ottawa K2P 2K1
613-239-1150

Provincial Court (Family)

Court House
161 Elgin St.
Ottawa K2P 2K1
613-239-1099

Provincial Court (Civil Division)

Ottawa Small Claims Court

Small Claims Court Referee

161 Elgin St.
Ottawa K2P 2K1
613-239-1079

Witness/Victim Assistance Unit

1 Nicholas St., 2nd Flr.

Ottawa K1N 7B7
613-239-1229

Court Interpretation Services

Rideau Trust Bldg., Rm. 1510

1 Nicholas St.

Ottawa K1N 7B7
613-566-3820

OXFORD COUNTY

Crown Attorney

Court House
Hunter St.
Woodstock N4S 4G6

519-537-2611

Zenith 61130

Sheriff/Local Registrar-Supreme Court

District Court Registrar

Surrogate Registrar

Court House
P. O. Box 70
Woodstock N4S 4G6

519-539-6187

Zenith 71040

Provincial Court (Criminal)

Court House
Hunter St.
Woodstock N4S 4G6
519-537-2369
Zenith 81930

Provincial Court (Family)

Court House
Hunter St.
Woodstock N4S 4G6
519-537-2377
Zenith 20650

Provincial Court (Civil Division)

Woodstock Small Claims Court
461 Dundas St.
Woodstock N4S 1C2
519-537-8511
Zenith 89000

PARRY SOUND DISTRICT

Crown Attorney

Court House
Parry Sound P2A 1T7
705-746-2331
Zenith 61130

Sheriff

Court House
Parry Sound P2A 1T7
705-746-2421
Zenith 30490

Local Registrar-Supreme Court

District Court Registrar
Surrogate Registrar
P. O. Box 99, 89 James St.
Parry Sound P2A 1T7
705-746-5864
Zenith 71040

Provincial Court (Criminal & Family)

89 James St., Main Flr.
P. O. Box 455
Parry Sound P2A 1T7
705-746-4237/72
Zenith 81930

Provincial Court (Civil Division)

Parry Sound Small Claims Court
89 James St.
Parry Sound P2A 1T7
705-746-5464
Zenith 89000

Provincial Court (Civil Division)

South River Small Claims Court
3 Marie St., 1st Flr.
Box 239
South River P0A 1X0
705-386-2560

JUDICIAL DISTRICT OF PEEL

Crown Attorney

Court House
7765 Hurontario St.
P. O. Box 548
Brampton L6V 2L7
416-457-5160
Zenith 61130

Sheriff

P. O. Box 548
Brampton L6V 2L7
416-457-5400
Zenith 71040

Local Registrar-Supreme Court

District Court Registrar
Surrogate Registrar
P. O. Box 8000
Brampton L6V 2M7
416-457-5040
Zenith 71040

Provincial Court (Criminal)

141 Clarence St.
Brampton L6V 3E6
416-451-7551
Zenith 81930

Provincial Court (Family)

P. O. Box 220
Brampton L6V 2L1
416-457-5020
Zenith 20650

Provincial Court (Civil Division)
Brampton Small Claims Court
Court House
7765 Hurontario St.
Brampton L6V 2M7
416-451-0121
Zenith 89000

Provincial Court (Civil Division)
Mississauga Small Claims Court
470 Hensall Circle
Mississauga L5A 3V5
416-277-1583

PERTH COUNTY

Provincial Court (Civil Division)
Listowel Small Claims Court
595 Inkerman St. E.
Listowel N4W 2N8
519-291-1423
Zenith 89000

Crown Attorney
Court House
1 Huron St.
Stratford N5A 5S4
519-271-4020
Zenith 61130

Sheriff/Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House
P. O. Box 726
Stratford N5A 6V6
519-271-2572
Zenith 71040

Provincial Court (Criminal & Family)
Admin. of Justice Bldg.
17 George St. W.
Stratford N5A 2V4
519-271-9252
Zenith 81930

Provincial Court (Civil Division)
Stratford Small Claims Court
Court House
1 Huron St.
Stratford N5A 5S4
519-271-4940
Zenith 89000

PETERBOROUGH COUNTY

Crown Attorney
70 Simcoe St.
Peterborough K9H 7G9
705-876-1022
Zenith 71040

Sheriff/Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House
Peterborough K9H 3M3
705-745-0583
Zenith 71040

Provincial Court (Criminal)
70 Simcoe St.
Peterborough K9H 7G9
705-876-1045
Zenith 71040

Provincial Court (Family)
70 Simcoe St.
Peterborough K9H 7G9
705-876-1940
Zenith 71040

Provincial Court (Civil Division)
Peterborough Small Claims Court
Court House
Peterborough K9H 3M3
705-745-0583
Zenith 71040

UNITED COUNTIES OF PRESCOTT AND RUSSELL

Provincial Court (Civil Division)
Hawkesbury Small Claims Court
464 Laurier St., Rm. 35
Hawkesbury K6A 2A6
613-632-4282
Zenith 89000

Crown Attorney
Court House, P. O. Box 299
L'Orignal K0B 1K0
613-675-4460
Zenith 61130

Sheriff/Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House
L'Orignal K0B 1K0
613-675-4567
Zenith 71040

Provincial Court (Criminal & Family)
Court House
L'Orignal K0B 1K0
613-675-4695/4625
Zenith 20650 (Family)
Zenith 81930 (Criminal)

Provincial Court (Civil Division)
Rockland Small Claims Court
2560 Lalonde St., Box 250
Rockland K0A 3A0
613-446-4781
Zenith 89000

PRINCE EDWARD COUNTY

Crown Attorney
P. O. Box 720
Picton K0K 2T0
613-476-6267

Sheriff/Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House
Picton K0K 2T0
613-476-6236

Provincial Court (Criminal)
P. O. Box 640
Picton K0K 2T0
613-476-2606

Provincial Court (Family)
P. O. Box 640
Picton K0K 2T0
613-476-2606

Provincial Court (Civil Division)
Picton Small Claims Court
9 Queen St.
Picton K0K 2T0
613-476-2390

RAINY RIVER DISTRICT

Crown Attorney
P. O. Box 338
Fort Frances P9A 3M7
807-274-9825
Zenith 61130

Sheriff/Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House
333 Church St., P. O. Box 8
Fort Frances P9A 3M5
807-274-5961
Zenith 71040

Provincial Court (Criminal & Family)
P. O. Box 336
Fort Frances P9A 3M7
807-274-9832/3
Zenith 81930

Provincial Court (Civil Division)
Fort Frances Small Claims Court
Court House,
333 Church St., Box 8
Fort Frances P9A 3M5
807-274-5961
Zenith 71040

RENFREW COUNTY

Provincial Court (Civil Division)
Killaloe Station Small Claims Court
Killaloe Station K0J 2A0
613-757-2050

Crown Attorney
77 Mary St.
Pembroke K8A 5V4
613-732-2261
Zenith 61130

Sheriff/Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House
297 Pembroke St. E.
Pembroke K8A 3K2
613-732-2541
Zenith 30490 (Sheriff)
613-732-8581
Zenith 71040 (Supreme, County,
Surrogate courts)

Provincial Court (Criminal & Family)
415-417 Pembroke St. W.
P. O. Box 218
Pembroke K8A 6X3
613-735-0697 (Family)
613-735-6886 (Criminal)
Zenith 20650 (Family)
Zenith 81930 (Criminal)

Provincial Court (Civil Division)
Pembroke Small Claims Court
Court House
297 Pembroke St. E.
Pembroke K8A 3K2
613-732-2541
Zenith 89000

Provincial Court (Civil Division)
Renfrew Small Claims Court
259 Raglan St.
P. O. Box 386
Renfrew K7V 1R3
613-432-3193
Zenith 89000

SIMCOE COUNTY

Provincial Court (Civil Division)
Alliston Small Claims Court
46 Centre St. S., Box 706
Alliston L0M 1A0
705-435-9645

Crown Attorney
Court House
114 Worsley St.
Barrie L4M 1M1
705-728-1221, Ext. 57
for toll-free number see
blue pages of telephone directory

Sheriff
Court House
114 Worsley St.
Barrie L4M 1M1
705-728-1221
for toll-free number see
blue pages of telephone directory

Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House
Barrie L4M 1M1
705-728-1221, Ext. 20
for toll-free number see
blue pages of telephone directory

Provincial Court (Criminal)
Court House
30 Poyntz St., P. O. Box 284
Barrie L4M 1M1
705-728-1221, Ext. 46/47/48/49
for toll-free number see
blue pages of telephone directory

Provincial Court (Criminal)
19 Front St. N.
Orillia L3V 4R6
705-326-2671
for toll-free number see
blue pages of telephone directory

Provincial Court (Family)
30 Poyntz St., P. O. Box 184
Court House
Barrie L4M 4T2
705-728-1221, Ext. 35/36/37/38
for toll-free number see
blue pages of telephone directory

Provincial Court (Civil Division)
Barrie Small Claims Court
Court House
114 Worsley St.
Barrie L4M 3P2
705-728-4181

Provincial Court (Civil Division)
Collingwood Small Claims Court
649 Hurontario St.
Collingwood L9Y 2N6
705-445-4240
for toll-free number see
blue pages of telephone directory

Provincial Court (Civil Division)
Orillia Small Claims Court
104 Borland St. E.
Orillia L3V 6J6
705-326-4251
for toll-free number see
blue pages of telephone directory

**UNITED COUNTIES OF STORMONT,
DUNDAS & GLENGARRY**

Provincial Court (Civil Division)
Alexandria Small Claims Court
21 Harrison St., Box 1551
Alexandria K0C 1A0
613-525-1872
Zenith 89000

Crown Attorney
County Court House
26 Pitt St.
Cornwall K6J 3T2
613-932-5903
Zenith 61130

Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
P.O. Box 56
Cornwall K6H 5R9
613-933-7500
Zenith 71040

Sheriff
County Court House
26 Pitt St.
Cornwall K6J 3P2
613-932-1290

Provincial Court
(Criminal & Family)
P. O. Box 56, 340 Pitt St.
Cornwall K6H 5R9
613-933-7500
Zenith 81930

Provincial Court (Civil Division)
Cornwall Small Claims Court
340 Pitt St., 4th Flr.
Box 1294
Cornwall K6J 5B2
613-932-1224
Zenith 89000

Provincial Court (Civil Division)
Iroquois Small Claims Court
320 Church St., Box 70
Iroquois K0E 1K0
613-652-2173

Provincial Court (Criminal)
P. O. Box 858
Morrisburg K0C 1X0
613-543-2193

Provincial Court (Civil Division)
Winchester Small Claims Court
461 Gladstone St.
P. O. Box 13
Winchester K0C 2K0
613-774-3374

SUDBURY DISTRICT

Provincial Court (Civil Division)
Chapleau Small Claims Court
Town Hall
21 Yonge St., Box 584
Chapleau P0M 1K0
705-864-0712
Zenith 89000

Provincial Court (Criminal)
Town Hall
21 Yonge St., Box 584
Chapleau P0M 1K0
705-864-0712

Provincial Court (Criminal & Family)
100 Tudhope St., 2nd Flr.
Espanola P0P 1C0
705-869-4334
Zenith 81930

Provincial Court (Civil Division)
Espanola Small Claims Court
100 Tudhope St., 2nd Flr.
Box 126, Town Hall
Espanola P0P 1C0
705-869-1150
Zenith 89000

Crown Attorney
Court House
55 Elm St. W.
Sudbury P3C 1T9
705-675-4155
for toll-free number see
blue pages of telephone directory

Sheriff
Court House
Sudbury P3C 1T9
705-675-4158
Zenith 30490

Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House
Sudbury P3C 1T9
705-675-4162
Zenith 71040

Provincial Court (Criminal)
Court House
155 Elm St. W.
Sudbury P3C 1V1
705-675-4171
Zenith 81930

Provincial Court (Family)
40 Larch St., 2nd Flr.
Sudbury P3E 5M7
705-675-4231
for toll-free number see
blue pages of telephone directory

Provincial Court (Civil Division)
Sudbury Small Claims Court
Small Claims Court Referee
38 Larch St.
Sudbury P3C 5M7
705-675-4164
Zenith 89000

THUNDER BAY DISTRICT

Provincial Court (Civil Division)
Geraldton Small Claims Court
624 Main St., Box 39
Geraldton P0T 1M0
807-854-1488
Zenith 89000

Provincial Court (Civil Division)
Marathon Small Claims Court
17 Birch St., Box 224
Marathon P0T 2E0
807-229-1383
Zenith 89000

Provincial Court (Civil Division)
Nipigon Small Claims Court
 4 Front St., P.O. Box 309
Nipigon P0T 2J0
 807-887-3829
 Zenith 89000

Provincial Court (Civil Division)
Schreiber Small Claims Court
 Box 234
Schreiber P0T 2S0
 807-824-2495
 Zenith 89000

Crown Attorney
 Court House
 277 Camelot St.
 Postal Station P
Thunder Bay P7A 4B3
 807-475-1565/66/67/68
 Zenith 61130

Sheriff
 Court House
 277 Camelot St.
Thunder Bay P7A 4B3
 807-475-1525
 Zenith 30490

Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
 Court House
 277 Camelot St.
Thunder Bay P7A 4B3
 807-475-1575
 Zenith 71040

Provincial Court (Criminal)
 1805 Arthur St. E., 2nd Flr.
 Postal Station F
Thunder Bay P7E 5N7
 807-475-1335
 Zenith 81930

Provincial Court (Family)
 1805 Arthur St. E., 1st Flr.
 Postal Station F
Thunder Bay P7E 5N7
 807-475-1365/66/67
 Zenith 20650

Provincial Court (Civil Division)
Thunder Bay Small Claims Court
 Small Claims Court
 277 Camelot St.
Thunder Bay P7A 4B3
 807-344-5801
 Zenith 89000

TIMISKAMING DISTRICT

Provincial Court (Civil Division)
Englehart Small Claims Court
 16 6th Avenue
Englehart P0J 1H0
 705-544-2598
 Zenith 89000

Crown Attorney
 Court House
 P. O. Box 369, 393 Main St.
Haileybury P0J 1K0
 705-672-3308
 Zenith 61130

Sheriff/Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
 Court House
Haileybury P0J 1K0
 705-672-3321
 Zenith 71040

Provincial Court (Criminal)
 Court House
Haileybury P0J 1K0
 705-672-3395
 Zenith 81930

Provincial Court (Civil Division)
Haileybury Small Claims Court
 Box 1360
Haileybury P0J 1K0
 705-672-3606

Provincial Court (Family)
P. O. Box 253
Kirkland Lake P2N 3H7
705-567-9381
Zenith 20650

Provincial Court (Civil Division)
Kirkland Lake Small Claims Court
29A Duncan Ave., Box 217
Kirkland Lake P2N 3H7
705-567-7060
Zenith 89000

Provincial Court (Criminal)
P. O. Box 217
Kirkland Lake P2N 3H7
705-567-7060

**VICTORIA COUNTY
(INCLUDING PROVISIONAL
COUNTY OF HALIBURTON)**

Provincial Court (Civil Division)
Haliburton Small Claims Court
Box 209
Haliburton K0M 1S0
705-457-1732
Zenith 89000

Crown Attorney
440 Kent St. W.
P. O. Box 4000
Lindsay K9V 5P2
705-324-3440
Zenith 61130

Sheriff/Local Registrar
District Court Registrar
Surrogate Registrar
440 Kent St. W.
P.O. Box 4000
Lindsay K9V 5P2
705-324-2542
for toll-free number see
blue pages of telephone directory

Provincial Court (Criminal)
440 Kent St. W., Box 4000
Lindsay K9V 5P2
705-324-5302
Zenith 81930

Provincial Court (Family)
440 Kent St. W., Box 4000
Lindsay K9V 5P2
705-324-2425
Zenith 20650

Provincial Court (Civil Division)
Lindsay Small Claims Court
59 Victoria Ave. N.
Lindsay K9V 4G4
705-324-4251
Zenith 89000

JUDICIAL DISTRICT OF WATERLOO

Provincial Court (Criminal)
89 Main St.
Cambridge N1R 3K1
519-621-9220
Zenith 81930

Provincial Court (Civil Division)
Cambridge Small Claims Court
120 Main St.
Cambridge (Galt) N1R 1V7
519-623-0170

Crown Attorney
Court House
20 Weber St. E.
Kitchener N2H 1C3
519-576-4300
Zenith 61130

Sheriff
Court House
20 Weber St. E.
Kitchener N2H 1C3
519-742-1334
Zenith 30490

Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
 Court House
 20 Weber St. E.
Kitchener N2H 1C3
 519-745-9373
 Zenith 71040

Provincial Court (Criminal)
 200 Frederick St., Ste. 1000
Kitchener N2H 6P1
 519-745-9476

Provincial Court (Family)
 Court House
 200 Frederick St.
Kitchener N2H 6N9
 519-576-9110
 Zenith 20650

Provincial Court (Civil Division)
Kitchener Small Claims Court
 50 Queen St. N., 5th Flr.
Kitchener N2H 6P4
 519-745-8063

WELLINGTON COUNTY

Provincial Court (Civil Division)
 Fergus Small Claims Court
 208 St. Andrew St. W.
Fergus N1M 1N7
 519-843-1644

Crown Attorney
 Court House
 74 Woolwich St.
Guelph N1H 3T9
 519-822-1031
 Zenith 61130

Sheriff/Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
 Court House
 P. O. Box 247
Guelph N1H 6J9
 519-824-4100
 Zenith 71040

Provincial Court (Criminal)
 36 Wyndham St. S.
 P. O. Box 1090
Guelph N1H 6J9
 519-836-2501
 Zenith 81930

Provincial Court (Family)
 36 Wyndham St. S.
 P. O. Box 244
Guelph N1H 6J9
 519-822-7961
 Zenith 20650

Provincial Court (Civil Division)
Guelph Small Claims Court
 25 Douglas St.
Guelph N1H 2S7
 519-822-0131
 Zenith 89000

Provincial Court (Civil Division)
Mount Forest Small Claims Court
 178 Main St. N., Box 329
Mount Forest N0G 2L0
 519-323-4358
 Zenith 89000

JUDICIAL DISTRICT OF YORK

Crown Attorney
 1000 Finch Ave. W.
Downsview M3J 2V5
 416-663-5550

Provincial Court (Criminal)
 1000 Finch Ave. W.
Downsview M3J 2V5
 416-663-5440

Crown Attorney
 80 The East Mall
Etobicoke M8Z 5X6
 416-252-7895

Provincial Court (Criminal)
 80 The East Mall
Etobicoke M8Z 5X6
 416-252-7891

Provincial Court (Family)

160 Silverhill Dr.
Etobicoke M9B 3W7
416-236-2553

Provincial Court (Civil Division)

Etobicoke Small Claims Court

Small Claims Court Referee

2265 Keele St., Ste. 209

Etobicoke M6M 5B8

416-249-6833

Crown Attorney

1911 Eglinton Ave. E.

Scarborough M1L 2L3

416-757-2886

Provincial Court (Criminal)

1911 Eglinton Ave. E.

Scarborough M1K 2W5

416-757-3686

Provincial Court (Family)

1911 Eglinton Ave. E.

Scarborough M1K 2W5

416-755-9200

Provincial Court (Civil Division)

Scarborough Small Claims Court

Small Claims Court Referee

2130 Lawrence Ave. E., Ste. 300

Scarborough M1R 5B9

416-755-5274

416-755-5228

Registrar-Supreme Court

130 Queen St. W.

Osgoode Hall

Toronto M5H 2H5

416-363-4101

Local Registrar-Supreme Court

145 Queen St. W., 1st Flr.

Toronto M5H 2N9

416-965-5544

Chief Supreme Court Reporter

Supreme Court of Ontario

500 University Ave., Rm. 716

Toronto M5G 1V7

416-965-2824

Sheriff

Court House

361 University Ave., Rm. 113

Toronto M5G 1T5

416-965-7261

Surrogate Registrar

Court House

361 University Ave., Rm. 104

Toronto M5G 1X9

416-965-7314

County Court Clerk

Court House

361 University Ave., Rm. 110

Toronto M5G 1T4

416-965-7351

Coordinator and Judges Secretary

361 University Ave., Rm. 334

Toronto M5G 1T3

416-965-7372

Clerk of the Peace

361 University Ave., Rm. 241

Toronto M5G 1T5

416-965-7277

County Court Reporters

361 University Ave., Rm. 315

Toronto M5G 1T3

416-965-7369

Crown Attorney

18 King St. E., 2nd Flr.

Toronto M5C 1C5

416-965-4377

Crown Attorney

Court House

361 University Ave., Rm. 101

Toronto M5G 1Y1

416-965-7331

Crown Attorney
College Park
444 Yonge St., Rm. 221
Toronto M5B 2H4
416-965-7500

Provincial Court (Criminal)
Metropolitan Toronto
60 Queen St. W.
Toronto M5H 2M4
416-965-7523

Provincial Court (Criminal)
2265 Keele St.
Toronto M6M 3Z7
416-248-3705

Provincial Court (Criminal)
College Park
444 Yonge St., 2nd Flr.
Toronto M5B 2H4
416-965-7504

Provincial Court (Family)
311 Jarvis St.
Toronto M5B 2C4
416-963-0677

The Referee
Small Claims Courts
College Park
444 Yonge St., 2nd Flr.
Toronto M5B 2H4
416-965-5591

Provincial Court (Civil Division)
Small Claims Court
York Judge's Office
400 University Ave., 25th Flr.
Toronto M5G 1S8
416-965-3715

Provincial Court (Civil Division)
Toronto Small Claims Court
444 Yonge St., 2nd Flr.
Toronto M5B 2H4
416-598-2842

Provincial Court (Civil Division)
Etobicoke Small Claims Court
2265 Keele St., Ste. 209
Toronto M6M 5B8
416-249-6833

Crown Attorney
Old City Hall, Rm. 114
60 Queen St. W.
Toronto M5H 2M4
416-965-7346

Provincial Court (Criminal)
47 Sheppard Ave. E.
Willowdale M2N 5X6
416-226-5440

Provincial Court (Family)
47 Sheppard Ave. E.
Willowdale M2N 5N1
416-224-7647

North York Driving Improvement Centre
47 Sheppard Ave. E.
Willowdale M2N 5X6
416-226-5657

Provincial Court (Civil Division)
North York Small Claims Court
Small Claims Court Referee
47 Sheppard Ave. E., 3rd Flr.
Willowdale M2N 5X5
416-225-4846

JUDICIAL DISTRICT OF YORK REGION

Crown Attorney
Court House
50 Eagle St. W.
Newmarket L3Y 6B1
416-895-8212
Zenith 61130

Sheriff
Court House
50 Eagle St. W.
Newmarket L3Y 6B1
416-898-5221
Zenith 30490

*Local Registrar-Supreme Court
District Court Registrar
Surrogate Registrar
Court House
50 Eagle St. W.
Newmarket L3Y 6B1
416-898-5441
Zenith 71040*

*Provincial Court (Criminal)
Court House
50 Eagle St. W.
Newmarket L3Y 6B1
416-895-2395
Zenith 81930*

*Provincial Court (Family)
50 Eagle St. W.
Newmarket L3Y 6B1
416-895-8661/2
Zenith 20650*

*Provincial Court (Civil Division)
Newmarket Small Claims Court
50 Eagle St. W., 4th Flr.
Newmarket L3Y 6B1
416-895-4291
Zenith 89000*

*Provincial Court (Civil Division)
Richmond Hill Small Claims Court
550 Major McKenzie Dr.
R. R. 1
Richmond Hill L4C 4X7
416-884-3833
Zenith 89000*

*Provincial Court (Civil Division)
Sutton West Small Claims Court
151 High St., Box 7
Sutton West L0E 1R0
416-722-5118
Zenith 89000*

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others. For information on agencies not listed, contact this Ministry's information or communications branch.

ONTARIO LAW REFORM COMMISSION
18 King St. E., 15th Flr.
Toronto M5C 1C5
416-965-4761

ATT GEN 41

The Ontario Law Reform Commission inquires into any matter relating to law reform, the administration of justice, judicial and quasi-judicial procedures. To carry out these functions, the Commission conducts legal **research** and issues reports containing recommendations for changes in the law which are submitted to the Attorney General. Commission reports are available at the Ontario Government Bookstore, 880 Bay St., Toronto M7A 1N8, 965-2054.

ONTARIO LEGAL AID PLAN
Provincial Director's Office
481 University Ave., Ste. 200
Toronto M5G 2G1
416-979-1446

ATT GEN 42

The **Ontario Legal Aid Plan (OLAP)** is operated by the **Law Society of Upper Canada** for the Attorney General. The **Ontario Legal Aid Act** ensures that no one shall be denied the services of **lawyers** for lack of money. Every Ontario resident and, in certain cases, non-residents may apply for **legal aid**. Qualification is based on need. The local Ministry of Community and Social Services office investigates an applicant's finances and informs

the Legal Aid Area Director whether the applicant pays nothing, a portion, or all costs of the legal aid. The OLAP also administers **grants** to clinics providing legal services to the community and contributes to the operation of student legal aid societies in six Ontario law schools. General information on OLAP is available from the main office listed above. To apply for legal aid, contact the local OLAP office listed under Legal Aid in the white pages of telephone directories.

FAMILY LAW ACT

ATT GEN 43

The Family Law Act recognizes marriage as an equal partnership with each partner entitled to equitable division of family property and having equal responsibilities for the support of family dependents. The Act extends the rights and obligations of spousal **support** and child custody to certain couples who have cohabited in common law unions. Those who want to make their own arrangements and opt out of the scheme proposed by the Act may enter into **domestic contracts**.

CHILDREN'S LAW REFORM ACT

ATT GEN 44

The Children's Law Reform Act, expanded by a major amendment in 1982, abolishes the legal concept of illegitimacy from the law of Ontario. It also permits interested persons to seek out declaratory judgments of parentage and contains general evidentiary rules for the establishment of paternity. The major addition in 1982 deals with the guardianship of children's estates, custody of and access to **children** and international enforcement of custody orders.

ROYAL COMMISSIONS, SPECIAL PURPOSE BODIES AND OTHERS

ROYAL COMMISSIONS, SPECIAL PURPOSE BODIES AND OTHERS

ATT GEN 45

There are several categories of Ontario government agencies, boards and commissions.

Royal Commissions are investigatory bodies appointed by Order-in-Council under the **Public Inquiries Act** to inquire into a specific public concern. Over 30 different commissions have been appointed since 1973 including investigations of sudden or catastrophic events (e.g., Royal Commission on the Grand River Flood), investigations of the conduct of public service employees (e.g., Royal Commission Concerning Police Activities) and investigations to assist the government in determining policy (e.g., Royal Commission on Health Records). The Public Inquiries Act, administered by the Ministry of the Attorney General, governs the methods and procedures used by a royal commission, e.g., subpoena powers, hearings. Royal commissions report to the Cabinet.

Agencies, boards, institutes, foundations, tribunals, councils or Crown corporations are created under specific Acts which are administered by the appropriate Ministry. Advisory councils or committees and task forces are appointed by a Minister if empowered by the Ministry Act or by Order-in-Council to examine, or advise the government or a ministry on specific matters. Some of these agencies are unfunded while others are either funded directly or with access to the Consolidated Revenue Fund. The agencies perform three basic functions: advisory (e.g., Advisory Council on Senior Citizens), regulatory (e.g., Liquor Licence Board of Ontario) and operational (e.g., GO Transit). Agencies vary in size and activities and are accordingly structured where program delivery requires operational flexibility or particular publicity (e.g., Ontario Lottery Corporation) or where delivery should not be subject to undue influence from a Minister or Ministry

(e.g., the quasi-judicial Ontario Labour Relations Board). Not all existing agencies are included in this book. Agencies covered are listed under the Ministry through which they report to the Legislature (e.g., Workers' Compensation Board under the Ministry of Labour).

Judicial inquiries, tribunals which are usually short-term, may be appointed under specific Acts to examine special legal circumstances. Their judgments are based on government policy or law.

COMMISSION OF INQUIRY INTO RESIDENTIAL TENANCIES

ATT GEN 46

180 Dundas St. W., 22nd Flr.
Toronto M5G 1Z8
416-963-2533

The Commission of Inquiry into Residential Tenancies was established in November, 1982 to inquire into all aspects of the current system of **rent** review under the **Residential Tenancies Act** in order to determine what changes in the present law might be necessary to provide fair and equitable treatment of landlords and tenants under a system of rent review.

JUDICIAL INQUIRY RE: PROVINCIAL JUDGE GORDON R. STEWART

ATT GEN 47

180 Dundas St. W., 22nd Flr.
Toronto M5G 1Z8

The Judicial Inquiry was established by Order-in-Council dated March 21, 1986, pursuant to the provisions of Section 60 of the Courts of Justice Act, S.O. 1984, c. to inquire into complaints made against Judge Gordon R. Stewart.

ONTARIO COURTS INQUIRY

ATT GEN 48

The Ontario Courts inquiry was established by Order-in-Council dated May 22, 1986. The Honourable Thomas George Zuber was authorized to inquire into the jurisdiction, structure, organization, sittings, case scheduling and workload of all of the Courts of Ontario, and any other matter affecting the accessibility of and the service to the public provided by the Courts of Ontario.

INQUIRY INTO MOTOR VEHICLE ACCIDENT COMPENSATION IN ONTARIO

ATT GEN 49

The Inquiry into Motor Vehicle Accident Compensation in Ontario was established by Order-in-Council dated November 6, 1986. The Honourable Coulter Osborne was authorized to inquire into the Tort System of Compensation for injury by automobile accident and the consequences of the implementation of a no-fault automobile accident scheme.

REVIEW OF ADVOCACY FOR VULNERABLE ADULTS

ATT GEN 50

The Review of Advocacy for Vulnerable Adults was established on December 16, 1986. Father Sean O'Sullivan was appointed by the Attorney General to conduct a review of non-legal independent advocacy services available to disadvantaged and vulnerable adults; i.e., frail elderly, physically and developmentally handicapped, and the psychiat-

rically disabled, living in institutional care settings in the community who may require such services.

ACTS

ACTS

ATT GEN 51

The following is a list of Acts administered by the Ministry of the Attorney General. For information on the administration of these Acts, contact this Ministry's Crown Law Office, Civil Law.

- Absconding Debtors Act
- Absentees Act
- Accidental Fires Act
- Accumulations Act
- Administration of Justice Act
- Age of Majority and Accountability Act
- Aliens' Real Property Act
- Anglican Church of Canada Act, 1979
- Arbitrations Act
- Architects Act, 1984
- Assessment Review Board Act
- Bail Act
- Barristers Act
- Blind Persons' Rights Act
- Bulk Sales Act
- Business Records Protection Act
- Charitable Gifts Act
- Charities Accounting Act
- Children's Law Reform Act
- Commercial Tenancies Act (Requires Proclamation)-
- Commissioners for taking Affidavits Act
- Compensation for Victims of Crime Act
- Construction Lien Act, 1983
- Conveyancing and Law of Property Act
- Costs of Distress Act
- Courts of Justice Act, 1984
- Creditors' Relief Act
- Crown Administration of Estates Act
- Crown Agency Act
- Crown Attorneys Act
- Crown Witnesses Act
- Disorderly Houses Act
- Dog Owner's Liability Act
- Escheats Act
- Estates Administration Act
- Evidence Act
- Execution Act
- Expropriations Act
- Family Law Act, 1986

Fines and Forfeitures Act
Fraudulent Conveyances Act
Fraudulent Debtors Arrest Act
Frustrated Contracts Act
Gaming Act
Habeas Corpus Act
Hospitals and Charitable Institutions Inquiries Act
Hotel Registration of Guests Act
Innkeepers Act
Interpretation Act
Interprovincial Subpoenas Act
Judicial Review Procedure Act
Juries Act
Justices of the Peace Act
Landlord and Tenant Act - see Commercial Tenancies Act
Law Society Act
Legal Aid Act
Libel and Slander Act
Limitations Act
Lord's Day (Ontario) Act
Master and Servant Act
Mechanics' Lien Act
Mental Incompetency Act
Mercantile Law Amendment Act
Metropolitan Toronto Police Force Complaints Act, 1984
Ministry of the Attorney General Act
Minors' Protection Act
Mortgages Act
Negligence Act
Notaries Act
Occupiers' Liability Act
Ontario Law Reform Commission Act
Ontario Municipal Board Act
Partition Act
Pawnbrokers Act
Perpetuities Act
Powers of Attorney Act
Proceedings Against the Crown Act
Professional Engineers Act, 1984
Property and Civil Rights Act
Provincial Offences Act
Public Accountancy Act
Public Authorities Protection Act
Public Halls Act
Public Inquiries Act
Public Institutions Inspection Act
Public Officers Act
Public Trustee Act
Reciprocal Enforcement of Judgments Act
Reciprocal Enforcement of Judgments (U.K.) Act, 1984

Reciprocal Enforcement of Maintenance Orders Act, 1982
 Regulations Act
 Regulations Revision Act, 1979
 Religious Freedom Act
 Religious Organizations' Lands Act
 Revised Statutes Confirmation Act, 1981
 Sale of Goods Act
 Settled Estates Act
 Sheriffs Act
 Short Forms of Conveyances Act
 Short Forms of Leases Act
 Short Forms of Mortgages Act
 Solicitors Act
 Statute of Frauds
 Statutes Act
 Statutes Revision Act, 1979
 Statutory Powers Procedure Act
 Succession Law Reform Act
 Support and Custody Orders Enforcement Act, 1985
 Surrogate Courts Act
 Ticket Speculation Act
 Time Act
 Trespass to Property Act
 Trustee Act
 Unconscionable Transactions Relief Act
 University Expropriation Powers Act
 Variation of Trusts Act
 Vendors and Purchasers Act
 Wages Act
 Warehouse Receipts Act
 Warehousemen's Lien Act

MINISTRY OF CITIZENSHIP AND CULTURE

77 Bloor St. W.
Toronto M7A 2R9

The Ministry of Citizenship and Culture was established in 1982 following a reorganization of the former Ministry of Culture and Recreation. It develops policies to encourage full, equal and responsible citizenship through programs emphasizing the participation of all Ontarians as equal members of the community, recognizing cultural diversity and the sharing of cultural heritage, stimulating cultural expression and cultural preservation and fostering development of individual and community excellence.

The Ministry delivers programs in multiculturalism and citizenship, native communities, libraries and community information services, heritage conservation and the arts, and supports a number of provincial cultural agencies.

A network of fourteen regional offices assists in the delivery of the Ministry's program resources and services across the Province.

DEPUTY MINISTER'S OFFICE

CORPORATE POLICY SERVICES UNIT

MCC 1

77 Bloor St. W., 6th Flr.
Toronto M7A 2R9
416-965-8095

The Corporate Policy Services Unit provides policy advice to Ministry senior management. It assists Ministry program areas in developing policy responses to current issues, and in identifying longer term changes in social and economic conditions. The Unit coordinates the Ministry's strategic planning process and the preparation of Cabinet submissions and policy papers. It also liaises with Cabinet Office, Cabinet Committees, inter-ministry working groups, and other bodies.

FRENCH LANGUAGE SERVICES

MCC 2

77 Bloor St. W., 6th Flr.
Toronto M7A 2R9
416-965-2506

This office coordinates the implementation of the government policy on French language services within the Ministry and its agencies.

It serves as a link between the francophone community and the Ministry. The office of the coordinator also makes recommendations to the Ministry on ways to satisfy the needs of the francophone population of Ontario.

SERVICES EN FRANCAIS

Ce bureau met en oeuvre auprès du ministère et de ses agences la politique du gouvernement en matière de services en français.

Il sert de lien entre la communauté francophone et le ministère. Le bureau du coordonnateur fait aussi des recommandations au ministère sur les moyens de répondre aux besoins de la population francophone de l'Ontario.

COMMUNICATIONS AND MARKETING BRANCH

MCC 3

77 Bloor St. W., 7th Flr.

Toronto M7A 2R9

416-965-0615

The Communications and Marketing Branch provides marketing services and, where required, information in both official languages. It establishes policy, advises other branches on communications techniques, and gives communications support to the Minister, Deputy Minister and program branches. Activities include media liaison, answering public inquiries, producing and distributing publications, news releases, speeches and audio-visual materials, special promotions and marketing assistance to Ministry agencies and client groups. The Media Production Unit reports to the Communications and Marketing Branch and is described individually.

COMMUNICATIONS AND MARKETING BRANCH

MCC 4

MEDIA PRODUCTION UNIT

77 Bloor St. W., 6th Flr.

Toronto M7A 2R9

416-965-6761

The Media Production Unit prepares copy for typesetting, creates design and camera-ready art for ministry publications and audio-visual materials and arranges for their production. It also monitors ministry material to ensure consistency of style and quality.

FINANCE AND ADMINISTRATION DIVISION

LEGAL SERVICES BRANCH

MCC 5

77 Bloor St. W., 4th Flr.

Toronto M7A 2R9

416-965-5793

The Branch provides legal services such as advice, contracts, real estate, etc. to the Ministry and its agencies. It counsels the Ministry, interprets statutes and regulations, and prepares and reviews proposed legislation, regulations and other legal documents.

MANAGEMENT SYSTEMS AND SERVICES
BRANCH

MCC 6

77 Bloor St. W., 4th Flr.

Toronto M7A 2R9

416-965-7486

Management Systems and Services Branch is responsible for systems development, operations and maintenance, **records management** and **forms control** (965-0665). These services help ministry staff plan, develop, deliver and evaluate its programs. Systems development covers the definition, development, implementation and documentation of computerized and non-computerized information and administrative systems, and includes liaison with Ministry of Government Services' Computer and Telecommunications Services Division and systems services in the private sector.

The branch provides central administrative services for the Ministry, including purchase of goods and services, supply management, printing, duplicating, mail and transportation services, assets management and maintenance of policy and procedures manuals (e.g., Management Board Directives and Guidelines). In cooperation with the Ministry of

Government Services it coordinates common services such as telephones, acquisition and design of office accommodation and purchasing of frequently used supplies.

MANAGEMENT SYSTEMS AND SERVICES

MCC 7

BRANCH

LIBRARY/RESOURCE CENTRE

77 Bloor St. W., 9th Flr.

Toronto M7A 2R9

416-965-6763

The Resource Centre and **Library** maintain an up-to-date collection of books, pamphlets, **films**, video **tapes** and teaching materials which are available to all Ministry staff and to any community organization involved in **cultural** or recreational programs. These materials include **community development**, **multiculturalism**, informal **education**, **language training**, **recreation**, **leisure**, **retirement planning**, human relations, **prejudice**, **theatre**, **arts and crafts**, **Native peoples**, **disability**, **librarianship** and **volunteers**. Staff can assist in finding materials. The Resource Centre operates the Ministry **reading room** which provides public access to Ministry publications, statutes, regulations, and most manuals and internal procedures used by the Ministry. In Toronto contact the Resource Centre; other areas contact regional offices listed under Regional Services, Ministry of Citizenship and Culture.

HUMAN RESOURCES BRANCH

MCC 8

77 Bloor St. W., 3rd Flr.

Toronto M7A 2R9

416-965-0225

The Human Resources Branch performs personnel functions for the Ministry, working mainly in an advisory capacity with all line managers whose primary task is personnel matters within their units. The branch is responsible for human resource policies and procedures, an **Employment Equity/Affirmative Action Program**, establishment of employee classification and compensation levels, staff recruitment, human resource planning, training and development, employee counselling, investigation of employee grievances and all matters affecting working conditions and performance. The branch also maintains the personnel, payroll and employee benefit records; serves as liaison between the Ministry and the Human Resources Secretariat, Management Board and the Ontario Public Service Employees Union (OPSEU); plans and coordinates ministry participation in government-wide **Experience programs** and operates an occupational health and safety program.

FINANCE BRANCH

MCC 9

77 Bloor St. W., 3rd Flr.

Toronto M7A 2R9

416-965-3649

The Finance Branch provides the Ministry with financial management and accounting services. Branch functions include: supporting program managers in budget preparation financial analysis and management by results; liaison with central agencies, other ministries and the Provincial Auditor; processing, including the pre-audit and recording of all expenditures and revenues; preparation of financial reports for management information. The branch establishes ministry accounting and financial policy.

INTERNAL AUDIT BRANCH

MCC 10

77 Bloor St. W., 3rd Flr.

Toronto M7A 2R9

416-965-9941

The Internal Audit Branch is responsible for carrying out independent reviews and appraisals of all Ministry activities and reports to management on the adequacy of internal financial and management controls.

REGIONAL SERVICES

MCC 11

77 Bloor St. W., 3rd Flr.

Toronto M7A 2R9

416-965-9128

Regional Services offices throughout the Province encourage and develop increased opportunities for public involvement in **cultural**, **multicultural** and **citizenship** activities for Ontarians. Consultants work with municipalities, community groups and organizations to identify and provide access to appropriate resources. Functions of Regional Services include provision of information and delivery of Ministry programs and services at the community and regional levels.

Regional Services also collects and assesses data, clarifies issues and provides innovative and effective program strategies to ensure relevancy of Ministry programs, in cooperation with the Ministry program divisions.

Consultants administer Ministry **grants** to groups and organizations for community projects, the **Community Facilities Improvement Program**, **heritage** and **historical** programs (**Ontario Heritage Act**), public libraries, museums, multicultural service programs, leadership, **volunteer** and organization development programs, intercultural development, reception, orientation, **English as a Second Language**, training for **immigrants**, community information centres, **youth employment** program, special projects and community arts development (Ontario Arts Council).

Regional Services Consultants can be reached at the following offices:

CENTRAL REGION**EASTERN REGION***Regional Office*

10 St. Mary St., 2nd Flr.

Toronto M7A 2R9

416-965-6597

114 Worsley St.

Barrie L4M 1M1

705-737-0543

If long distance dial

1-800-461-4308

Regional Office

1 Nicholas St., Rm. 1102

Ottawa K1N 7B7

613-566-3728

If long distance dial

1-800-267-1910

280 Pinnacle St., Ste. 3

Belleville K8N 3B1

613-968-3474

If long distance dial

1-800-267-0573

NORTHERN REGION

Regional Office

200 Elm St. E., 4th Flr.

Sudbury P3C 5N3

705-675-4383

If long distance dial

1-800-461-4025

479 Government Rd., Box 3000

Dryden P8N 3B3

807-223-3331

390 Bay St., 3rd Flr.

Sault Ste. Marie P6A 1X2

705-759-8652

If long distance dial

1-800-461-7284

Ontario Government Bldg.

1825 Arthur St. E.

Thunder Bay P7E 5N7

807-475-1683

If long distance dial

1-800-465-6939

22 Wilcox St., 2nd Flr.

Timmins P4N 3K6

705-267-8018

If long distance ask

operator for Zenith 98991

WESTERN REGION

Regional Office

119 King St. W., Box 2112

Hamilton L8N 3Z9

416-521-7229

If long distance dial

1-800-263-8514

30 Duke St. W, 4th Flr.

Kitchener N2H 3W5

519-578-8200

If long distance dial

1-800-265-2189

255 Dufferin Ave., 6th Flr.

London N6A 5K6

519-679-7146

If long distance dial

1-800-265-4731

15 Church St., Ste. 406

St. Catharines L2R 3B5

416-685-7397

If long distance dial

1-800-263-2440

250 Windsor Ave., 6th Flr.

Windsor N9A 6V9

519-256-5486

If long distance dial

1-800-265-5668

REGIONAL SERVICES

PLANNING AND PROJECT MANAGEMENT UNIT

77 Bloor St. W., 4th Flr.

Toronto M7A 2R9

416-965-0322

MCC 1

The Planning and Project Management Unit provides consultation on planning studies and technical advice to Ministry consultants and clients (municipalities and incorporated non-profit organizations and community groups) on the development and operation of **cultural** and multicultural facilities. It reviews construction management of capital projects in Ministry agencies and major grant recipients. The section also offers publication and training workshops on planning and design issues.

For information about Ministry programs and services, contact field offices listed under Regional Services, Ministry of Citizenship and Culture.

CULTURE DIVISION

CULTURAL INDUSTRIES AND AGENCIES

MCC 13

BOOK PUBLISHING PROGRAM

77 Bloor St. W., 6th Flr.

Toronto M7A 2R9

416-965-6487

Canadian-owned Ontario-based **book publishers** may be eligible for assistance from the Province of Ontario, either through a guarantee of a **loan** made by a commercial lending institution or a rebate of interest paid on such loans.

The program is administered in cooperation with the **Ontario Development Corporation**.

ARTS BRANCH

MCC 14

77 Bloor St. W., 2nd Flr.

Toronto M7A 2R9

416-965-6256

Arts Branch develops policies and programs to encourage excellence in the **arts** and wider participation in arts activities; provides operating **grants** to provincial **cultural** institutions and agencies, provincial arts service organizations, and certain arts training institutions, and coordinates the Ministry of Citizenship and Culture **Community Program Grants (Arts)**. The following programs are described individually: Arts Abroad, Ontario-Quebec Cultural Exchange Grants, Festival Ontario, Outreach Ontario and Public Art Galleries Grants. For information, contact main office or regional offices listed under Regional Services, Ministry of Citizenship and Culture.

ARTS BRANCH

MCC 15

ARTS ABROAD

77 Bloor St. W., 2nd Flr.

Toronto M7A 2R9

416-965-6509

This office provides information and/or **grants** to professional and community based **arts** organizations involved in interprovincial or international **cultural exchanges**. Criteria for assessment include public accessibility, community support, artistic excellence, financial accountability of group and the 'special' versus on-going nature of the project. The level of funding will be determined on a competitive, juried basis. A variety of cultural exchanges between Ontario and Quebec are assisted under the auspices of the **Ontario-Quebec Permanent Commission**.

ARTS BRANCH

MCC 16

FESTIVAL ONTARIO

77 Bloor St. W., 2nd Flr.

Toronto M7A 2R9

416-965-6509

Festival Ontario coordinates **exhibitions** from major **cultural** and **arts** institutions (e.g., Art Gallery of Ontario, Royal Ontario Museum, Ontario Science Centre, Ontario Educational Communications Authority (OECA), Ontario Arts Council, Ontario Film Theatre, Royal Botanical Gardens, McMichael Canadian Collection, etc.) and makes these available free of charge to communities to augment **festivals** or special events. Festival

Ontario does not organize festivals but assists at the request of communities. Contact the main office or regional offices listed under Regional Services, Ministry of Citizenship and Culture.

ARTS BRANCH
OUTREACH ONTARIO
77 Bloor St. W., 2nd Flr.
Toronto M7A 2R9
416-965-6256

MCC 17

Outreach Ontario is designed to decentralize our **cultural** resources by encouraging provincial cultural institutions to diversify their programs, expand extension services and undertake cooperative projects throughout Ontario. Cultural agencies and facilities involved include: the Art Gallery of Ontario, the Royal Ontario Museum, the Royal Botanical Gardens, the Ontario Educational Communications Authority, the McMichael Canadian Collection and regional public libraries. These agencies develop and administer their own Outreach programs. Contact the main office or regional offices listed under Regional Services, Ministry of Citizenship and Culture, or individual agencies listed above.

ARTS BRANCH
PUBLIC ART GALLERIES GRANTS
77 Bloor St. W., 2nd Flr.
Toronto M7A 2R9
416-965-6256

MCC 18

This office assists eligible non-profit community **art galleries** through **grants** for basic operating and administrative expenditures. Galleries must meet eligibility criteria and provide detailed financial and operations information. Applications are available through the main office or regional offices listed in the Regional Services entry, Ministry of Citizenship and Culture. Art galleries may also apply to the Ontario Arts Council for assistance with program and exhibition expenses.

LIBRARIES AND COMMUNITY INFORMATION
BRANCH
LIBRARIES SECTION
77 Bloor St. W., 5th Flr.
Toronto M7A 2R9
416-965-2696

MCC 19

The Libraries Section, formerly the Provincial Library Service, administers the Public Libraries Act. It provides consultative assistance to **Indian Band Councils**, library boards and **municipalities** on the establishment, organization, management, accommodation and rules of county libraries, **public libraries** and Ontario Library Services areas. The section also administers the operating **grants** formula and offers special **financial assistance** for developing a province-wide network of library service. It assists in the provision of library service to areas without municipal organization and supports library boards in the development and delivery of **french-language**, **native** and **multicultural** library services and resources for **children**, **young people**, **seniors** and the **disabled**. The section offers **statistics** and **research** services to public libraries and the Ministry for planning the development and coordination of library services in Ontario. It publishes statistical reports and other publications on public library service for distribution to the general public. The

Libraries Section also advises on library service; promotes and encourages its extension throughout Ontario; advises on technology in public libraries; develops and analyzes policy proposals with reference to library operations and their funding; implements policy decisions; holds courses and workshops for the education and training of library personnel; and writes histories on aspects of public library service. The branch serves as the contact for the **Ontario Library Service**, established under the Public Libraries Act, 1984 to deliver programs and services on behalf of the Ministry.

LIBRARIES AND COMMUNITY INFORMATION

MCC 20

BRANCH

TECHNICAL DEVELOPMENT UNIT

77 Bloor St. W., 5th Flr.

Toronto M7A 2R9

416-965-2696

The Technical Development Unit offers a range of advisory services in the use of **computers** and **telecommunications** to facilitate communication and cooperation between **libraries**. It participates in library planning activities, prepares feasibility studies, evaluates computer-based systems and provides consultative services in areas of automation and networking.

LIBRARIES AND COMMUNITY INFORMATION

MCC 21

BRANCH

COMMUNITY INFORMATION SERVICES PROGRAM

77 Bloor St. W., 5th Flr.

Toronto M7A 2R9

416-965-2696

The Community Information Services Program provides **grants** to fund eligible community information centres (**CICs**). It advises on matters such as information management, policy, staffing and **volunteer** training. The unit also produces resource materials and provides developmental assistance to **CICs**. Contact regional offices listed under Regional Services, Ministry of Citizenship and Culture.

HERITAGE BRANCH

MCC 22

77 Bloor St. W., 2nd Flr.

Toronto M7A 2R9

416-965-7635

The Heritage Branch is comprised of three sections which are described individually: Heritage Programs; Policy Development and Financial Planning; and Heritage Administration. For information, contact the main office or regional offices listed under Regional Services, Ministry of Citizenship and Culture, or the Archaeological Field Offices.

HERITAGE BRANCH

MCC 23

HERITAGE PROGRAMS SECTION

77 Bloor St. W., 2nd Flr.

Toronto M7A 2R9

416-965-4021

The Heritage Programs Section works to increase public participation in the development of Ontario's heritage resources. It administers **Ontario Heritage Foundation (OHF)** **grants** and assists with local/regional historical projects, **architectural conservation**,

archaeological research and natural heritage preservation. The Section is comprised of three Units.

The Historical Resources and Museums Unit (965-3937 and 965-4021) provides financial assistance and professional advice to community museums and historical societies. It assists the Ontario Heritage Foundation in administering the provincial **Historical Plaque** and various Heritage grants programs. Through its **Local Heritage Plaque Assistance Program**, it supports municipalities and community groups. The unit also operates an artifact **conservation** service for museum collections.

The Architecture and Heritage Planning Unit (965-4961) advises other provincial government ministries, municipalities, **Local Architectural Conservation Advisory Committees (LACACs)** and the private sector on heritage conservation and planning, and provides technical assistance and advice on conservation practices and techniques. The Unit also administers and advises the Ontario Heritage Foundation on its architectural conservation grants, and manages the **Building Rehabilitation and Improvement Campaign (BRIC)**, the **Ontario Heritage Properties Program** and the **Ontario Heritage Bridge Program**.

The Archaeology and Natural Heritage Unit (965-4490 and 965-8199) offers OHF grants and advice to assist archaeological research and natural heritage preservation. Its staff assists the Ontario Heritage Foundation with archaeological licences, site designations and stop orders. The unit maintains an archaeological sites database. The six offices aid local archaeological preservation and programs through: The **Community Facilities Improvement Program (CFIP)**; archaeology grants to municipalities, Indian Bands, and local groups; and advice on archaeological resource management. The unit also protects significant or rare natural heritage properties, flora and fauna.

Archaeological Field Offices

207 First St. S., P.O. Box 2880
Kenora P9N 3X8
807-468-8928
(Northwestern)

55 Centre St.
London N6J 1T4
519-433-8401
(Southwestern)

1825 East Arthur St.
Thunder Bay 'F' P7E 5N7
807-475-1683
(North Central)

1 Nicholas St., Ste. 1105
Ottawa K1N 7B7
613-566-3731
(Eastern)

390 Bay St., 3rd Flr.
Sault Ste. Marie P6A 2A7
705-253-2625
(Northeastern)

77 Bloor St. W., 2nd Flr.
Toronto M7A 2R9
416-965-8258
(South Central)

HERITAGE BRANCH
POLICY DEVELOPMENT AND FINANCIAL PLANNING SECTION
77 Bloor St. W., 2nd Flr.
Toronto M7A 2R9
416-965-8874

MCC 24

The Policy Development and Financial Planning Section is responsible for financial plan-

ning, budgeting, reporting, policy coordination, and review of applicable heritage legislation for both the Heritage Branch and the Ontario Heritage Foundation.

HERITAGE BRANCH HERITAGE ADMINISTRATION SECTION

MCC 25

77 Bloor St. W., 2nd Flr.
Toronto M7A 2R9
416-965-5727

This Section provides administrative services to the branch and the **Ontario Heritage Foundation's** programs. Section staff support the Foundation by reviewing, planning and acquiring properties offered for Foundation ownership; restoring and managing the 26 heritage structures owned by the Foundation, including the **Elgin/Winter Garden Theatre** complex; collections management and custodial arrangements for the display of cultural property (art and artifacts); negotiating and monitoring heritage **easement** agreements and administering the Foundation's Niagara Escarpment Program. The **Niagara Escarpment Plan** involves interministry coordination and cooperation in the delivery of a 10-year program of land acquisition and public education. The Section also coordinates branch management activity in the area of grants services.

ARCHIVES OF ONTARIO

MCC 26

77 Grenville St.
Toronto M7A 2R9
416-965-4030

The Archives of Ontario administers the Archives Act. It acquires significant unpublished **documents** to preserve Ontario's **historical heritage** and to retain information of long-term operational value to government ministries. It also obtains important non-current records from Ontario government agencies through statutory control, and important historical **manuscripts, maps, pictures, photographs, early newspapers, audio-visual** archives, etc., from other sources through donation or purchase. The Archives of Ontario maintains a conservation **laboratory** for document restoration of Archives' holdings and operates a **library** (965-4039) and public **reading room** for those doing historical, administrative, legal or other **research**. It welcomes information on the location of historical material. The Archives' publications include: **The Archives of Ontario - Keeper of the Record; Genealogical Sources - Archives of Ontario; Loyalist Settlements.**

Archives' staff also offer advice and assistance to ministries and government agencies on cost-efficient **records management**, including **forms control, microrecording**, correspondence and reports. Records management training courses are coordinated for ministries and government agencies (for information call 965-2187).

MULTICULTURALISM AND CITIZENSHIP DIVISION

CITIZENSHIP DEVELOPMENT BRANCH

MCC 27

77 Bloor St. W., 5th Flr.
Toronto M7A 2R9
416-965-6621

The Citizenship Development Branch fosters a climate of mutual understanding, appreciation and respect among the diverse peoples of Ontario, a recognition of common citi-

zenship and a commitment to ensure that all may enjoy the benefits and fulfill the responsibilities of citizenship.

Branch activities fall into the major areas of: literacy, **community** participation, **multicultural** development, **community leadership**, organizational development, and **volunteerism**. Within these program areas, the branch provides consulting services to community groups and institutions, develops print and **audio-visual** resources and conducts conferences, workshops and seminars.

The branch works within the Ontario government to encourage, assist and monitor the implementation of the government's multicultural policy.

Grants programs administered by the branch include: the **Citizenship Development Grants Program**, **Multicultural Service Program Grants**, **Multiculturalism and Citizenship Community Projects Grants Program**, **Community Facilities Improvement Program**, newcomer language and orientation classes and newcomer integration programs.

The branch offers programs related to settlement, orientation and language training of **immigrants** and **refugees** and assists other government ministries in providing better access to their services. Information and orientation resources are available to newcomers, teachers and counsellors of newcomers through multilingual materials and publications, such as the 'Newcomers' Guide to Services in Ontario' (965-9919). The branch advises on setting up community-based newcomer language, orientation and citizenship classes to improve communication in multicultural workplaces and newcomer integration services. Print and audio-visual materials and information on **French-as-a-Second-Language (FSL)** and **English-as-a-Second-Language (ESL)** teaching and classes are available from the ESL clearinghouse (965-4331).

For information on newcomer integration project grants and newcomer language and orientation classes grants, contact Ministry regional offices listed under Regional Services, Ministry of Citizenship and Culture.

ADULT BASIC LITERACY PROGRAM

MCC 28

77 Bloor St. W., 5th Flr.
Toronto M7A 2R9
416-965-1192

The Adult Basic Literacy (ABL) Program gives financial support through the Ontario Community Literacy (OCL) **grants** program to non-profit community organizations that deliver adult basic literacy programs. It coordinates adult basic literacy programs at the provincial and municipal level, and provides consultation, teacher/tutor training, materials development and information to support adult basic literacy programs at community colleges, Boards of Education and community organizations.

ONTARIO WELCOME HOUSE

MCC 29

454 University Ave.
Toronto M5G 1R6
416-965-3021

The Ontario Welcome House provides newcomers with **English-as-a-Second-Language (ESL)** instruction linked with child care (965-2365) and a **multilingual information** and referral service to government and social agencies (965-3021). Ontario Welcome House has offices in Scarborough (965-9902), North York (633-7180), Mississauga (848-4680) and Hamilton (521-7569).

POLICY SERVICES BRANCH

MCC 30

77 Bloor St. W., 5th Flr.
 Toronto M7A 2R9
 416-965-8092

The Policy Services Branch provides analysis and comment to the government on existing and emerging issues related to the mandate of the Multiculturalism and Citizenship Division. This branch also offers a statistical service to other ministries from a comprehensive ethnocultural database (965-5280).

NATIVE COMMUNITY BRANCH

MCC 31

77 Bloor St. W., 5th Flr.
 Toronto M7A 2R9
 416-965-5003

The branch consults and works with **Native** communities and organizations to support aspirations for self-reliance and economic independence. Activities are aimed at expanding the Native economy, strengthening social stability, developing human resources, improving access to government, and preserving the traditional Native **heritage**. Programs include consultative assistance, **research** and **information**, publications, policy advisory services and **grants**.

Consultation is available to more than 500 **Metis** communities, Friendship Centres, **Native Women's Organizations**, **Indian Bands**, Native cultural and communications groups and other local Native groups from the branch's Native Development Consultants throughout Ontario. Services for provincial Native organizations are provided by specialist consultants based in Toronto and include: assisting native communities in identifying local problems and in developing appropriate projects; advising Native communities and organizations of services or programs which could help their development; assisting in securing resources to conduct **community development** projects; linking Native communities and organizations with the appropriate provincial ministries and agencies; and assisting in the preparation, submission and evaluation of project proposals to government.

The branch is engaged in a major new program called the **Ontario Native Economic Support Program (ONESP)**. More information is available from 11 ONESP officers in branch offices.

Information and consultation is given to provincial ministries and agencies on policies or programs related to Native people. Grants provide assistance to projects such as Native heritage, communications, social development, **leadership** training, provincial organization support, feasibility studies and meetings.

Branch services are available through 11 field officers and two area supervisors (see list below). Staff specialists provide research support to the field, work directly with provincial organizations and liaise with other federal and provincial departments, ministries and agencies.

**NORTHEAST AND
SOUTHWEST AREA**

Area Supervisor/Field Office
200 Elm St. E., 4th Flr.
Sudbury P3C 5N3
705-675-4349

255 Dufferin Ave., 6th Flr.
London N6N 5K6
519-679-7146

15 Matchedash St. N.
Orillia L3V 4T4
705-325-9561

390 Bay St., 3rd Flr.
Sault Ste Marie P6A 1X2
705-942-0419

22 Wilcox St., 2nd Flr.
Timmins P4N 3K6
705-267-8018

77 Bloor St. W., 5th Flr.
Toronto M7A 2R9
416-965-5003
(Toronto/Hamilton/Ottawa)

NORTHWEST AREA

Area Supervisor/Field Office
1825 East Arthur St.
Thunder Bay P7E 5N7
807-475-1683

240 Scott St., 2nd Flr.
Box 613
Fort Frances P9A 3M9
807-274-9732

303 Main St.
Box 778
Geraldton P0T 1M0
807-854-0169

20 Main St. S.
Kenora P9N 1S7
807-468-5568
(West Patricia area
& Kenora/Dryden area)

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's Communications and Marketing Branch.

ART GALLERY OF ONTARIO

MCC 32

317 Dundas St. W.
Toronto M5T 1G4
416-977-0414

The Art Gallery of Ontario cultivates and advances the cause of visual arts in Ontario with programs, lectures and films on their origin, development, appreciation and techniques. The Gallery exhibits works of art from its permanent collection and invitational and loan exhibitions in the art gallery and **The Grange**, a restored historic Toronto house. Exhibitions are also circulated to Ontario communities. The Gallery offers an art rental service, art book shop, **audio-visual library**, art reference library, art classes, **tours and speakers bureau**. It is closed on Mondays and admission is free on Wednesday evenings from 5:30-9:00 pm.

CJRT-FM INC.
297 Victoria St.
Toronto M5B 1W1
416-595-0404

MCC 33

CJRT-FM provides educational opportunities for the citizens of Ontario by offering **adult education** through **university** level credit courses, as well as programming designed to provide a better understanding and appreciation of such fields of interest as the **arts, music and literature**. All program content is presented without commercial sponsorship.

CONSERVATION REVIEW BOARD

MCC 34

77 Bloor St. W., 2nd Flr.
Toronto M7A 2R9
416-965-1432

The Conservation Review Board holds hearings at the request of a municipality, if owners object to municipal designation of property for **historical** or **architectural conservation**. The Board reports its opinion to the municipal council. Hearings are also held if there are appeals on the Minister's designation of **archaeological** or historic sites or on the Minister's refusal of archaeological **licences**.

ADVISORY COUNCIL ON MULTICULTURALISM AND CITIZENSHIP

MCC 35

77 Bloor St. W., 7th Flr.
Toronto M7A 2R9
416-965-6889

The Ontario Advisory Council on Multiculturalism and Citizenship has sixty members from across Ontario, appointed by Order-in-Council. They represent a wide range of **ethnocultural** backgrounds and occupations and are selected on the basis of their sensitivity to the multicultural nature of Ontario society and knowledge of the ethnocultural communities. The Council's role is to advise the Ontario Government on matters pertaining to **multiculturalism** and **citizenship** development in a context of full, equal and responsible citizenship for all residents of the Province. The Council responds to specific government requests for advice on policy formulation and program development and delivery; examines and comments on the effectiveness of policies, programs and service delivery mechanisms, and assists in promoting the concept of multicultural Ontario as set out in the government's multicultural policy on equality, access and participation, cultural retention and sharing. It makes recommendations to the Provincial Government through the Minister of Citizenship and Culture.

ONTARIO ARTS COUNCIL

MCC 36

151 Bloor St. W., 5th Flr.
Toronto M5S 1T6
416-961-1660

The **Ontario Arts Council** promotes the study, enjoyment and production of works in the arts. It provides **grants** in response to applications from such performing and creative **arts** groups as **theatre** and **dance** companies, **orchestras**, concert societies, **art galleries** and **schools**, **publishing** houses, **periodicals**, local and regional arts councils and **festivals**, arts service groups and community arts projects. Individual **artists**, (e.g., painters, **sculptors**, **playwrights**, **composers**, **writers**, **choreographers**, **poets**, **film-makers**, video artists and **photographers** may also apply. The Council has officers on staff representing various

arts disciplines and pursuits. Other programs include **Creative Artists In Schools (CAIS)**, and **Ontour**, which assist concert artists, soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional arts resources, and **Franco-Ontarian** arts. It also administers endowment funds and competitions.

ONTARIO EDUCATIONAL COMMUNICATIONS AUTHORITY TVONTARIO

MCC 37

Box 200, Station Q
Toronto M4T 2T1
416-484-2600; 1-800-268-8840

TVOntario (TVO), a provincial broadcaster, is responsible for **educational** programming in Ontario. TVO designs and produces TV-based learning systems in English and **French** for in-school, **preschool**, and **adult education**. The educational television broadcast signal reaches 95 per cent of the Ontario population. It is delivered via an Anik C3 satellite to sixteen major transmitters as follows: Toronto (Channel 19), Ottawa (Channel 24), Kitchener (Channel 28), London (Channel 18), Chatham (Channel 59), Windsor (Channel 32), Thunder Bay (Channel 9), Sudbury (Channel 19), Sault Ste. Marie (Channel 20), North Bay (Channel 6), Owen Sound (Channel 12), Timmins (Channel 7), Belleville (Channel 53), Kingston (Channel 38), and Penetanguishene (Channel 51). Through this same satellite, the TVO signal is delivered to over 170 low power transmitters to communities across northern Ontario and cable companies throughout the province. TVOntario operates la chaîne française, a channel featuring 80 hours of French language programming (English on Sunday afternoons) delivered via satellite to Ontario cable companies. TVO also distributes video and audio **tapes**, maintains a **library**, and publishes print materials supporting educational programming. The broadcast day extends for 16 hours. Schedules and program information are available on request.

ONTARIO FILM DEVELOPMENT CORPORATION

MCC 38

77 Bloor St. W., 4th Flr.
Toronto M7A 2R9
416-965-8393

To foster the development of Canadian-owned Ontario-based film producers, the Ontario Film Development Corporation (**OFDC**) has established an investment fund to assist producers, writers and directors. **Film** companies may be eligible for **financial assistance** to maintain ongoing financial stability.

ONTARIO HERITAGE FOUNDATION

MCC 39

77 Bloor St. W., 2nd Flr.
Toronto M7A 2R9
416-965-9504

The Ontario Heritage Foundation (OHF) advises the Minister of Citizenship and Culture on issuing **archaeological licences** and designating significant archaeological sites. The Foundation provides **grants** to: stimulate innovative work in archaeology and help complete artifact analysis; encourage renovation and conservation of buildings possessing **historical** or **architectural** significance, and assist **historians** with the preparation and printing of **manuscripts** of local, regional or specialized interest. **Loans** are also available

for architectural renovation. The foundation erects historical **plaques** which recognize people, places, buildings and events of historical significance to the Province and acquires, usually by donation, **heritage** properties, **parkland**, works of **art** and historical artifacts. Contact the main office or regional offices listed under Regional Services, Ministry of Citizenship and Culture.

ONTARIO HISTORICAL STUDIES SERIES

MCC 40

Victoria University
73 Queen's Park Crescent
Toronto M5S 1K7
416-585-4586

The **Ontario Historical Studies Series Project** produces comprehensive, scholarly and readable books on the **historical** development of Ontario. The series is divided into six parts: bibliography of Ontario history; biographies of major premiers; historical atlas; theme studies on aspects of Ontario's economic, social, political and cultural development; general history and oral history featuring interviews with people who have played a key role in Ontario's development. The project is funded by the Ministry of Citizenship and Culture.

ONTARIO SCIENCE CENTRE

MCC 41

770 Don Mills Rd.
Don Mills M3C 1T3
416-429-4100

Through innovative methods, the **Science Centre** makes **science** and **technology** appealing to children of all ages. It invites visitor participation in unique exhibits, demonstrations, workshops and theatre presentations. The Centre provides special **exhibitions**, **films** and free **education** programs for Canadian school classes booked in advance of their visit. Through its Outreach program, four major travelling exhibitions visit shopping malls, schools, libraries and recreation centres throughout Ontario. The Centre also houses the **Ontario Film Institute** which is a reference and information centre, the **Ontario Film Theatre** which screens films, and the **Ontario Film Archives**. Weekly film programs are presented for **senior citizens**. The Centre is fully accessible to the physically handicapped and is open 7 days a week. For a recorded message giving general information on special programs, admission costs and hours, call 416-429-4423.

ROYAL BOTANICAL GARDENS

MCC 42

Box 339
Hamilton L8N 3H8
416-527-1158

The Royal Botanical Gardens in Hamilton-Wentworth and Halton Regions consist of 2000 acres of developed **gardens** featuring world-renowned plant collections complemented by extensive natural areas served by 27 miles of interpretive nature trails. Educational programs include courses on horticulture, botany and design with plant materials, instruction for school classes and **university credit courses**. The Royal Botanical Gardens also offer the public extensive **horticultural** information on ornamental, native and poisonous **plants**, edible and poisonous **mushrooms**, and information on **birds**. **Tours** can be arranged. The Gardens participate in Outreach Ontario and Festival Ontario.

ROYAL ONTARIO MUSEUM

MCC 43

100 Queen's Park
Toronto M5S 2C6
416-586-5549

The Royal Ontario Museum (**ROM**), incorporating the **Canadiana** collections at 14 Queen's Park Crescent W. (586-5549) and the **McLaughlin Planetarium** (586-5736), is the largest of Canada's public **museums** and a major **research** institution with excellent collections in 20 departments. These include the **arts**, **archaeological** studies (e.g., Chinese, Egyptian) and **science** (e.g., Mammalogy, Mineralogy, Entomology, Ornithology, Vertebrate Palaeontology). The departments identify objects related to their fields such as **birds**, **insects**, works of art, artifacts, etc., for information only, not for monetary purposes (call or write for appointment). The ROM maintains specialized **libraries** and offers group **tours** (for tour information call 586-5572), a Discovery Room (inviting public participation when viewing exhibits), travelling **exhibitions**, museumobiles, a **speakers bureau**, lectures and **art** instruction, showings of **films**, clubs for **senior citizens** and **children**. The museum is open 7 days a week.

SCIENCE NORTH

MCC 44

100 Ramsay Lake Rd.
Sudbury P3E 5S9
705-522-3701

Through a combination of exhibits, demonstrations and films, Science North provides **science** and **technology** programs of interest to all ages. Science North also operates the **Big Nickle Mine** for the only public **tour** of an actual working **mine** in Ontario. A 3-D **film** provides entertaining and exciting film presentations on science and technology in northern Ontario. Science North is open in the winter every day, from 11:00 am - 5:00 pm, except Monday and in the summer every day from 9:00 am - 7:00 pm. It is fully accessible to the physically disabled. Big Nickle Mine is open from May to October. For a recorded message giving general information on special programs, admission costs and hours call 705-522-3700.

THE McMICHAEL CANADIAN COLLECTION

MCC 45

Islington Ave.
Kleinburg L0J 1C0
416-893-1121

The McMichael Canadian Collection, built of handhewn logs and fieldstone on the wooded banks of the beautiful Humber River, exhibits one of Canada's most important collections of paintings by the **Group of Seven** painters and other Canadian masters such as Tom Thomson, Emily Carr, Clarence Gagnon, David Milne and J. W. Morrice, plus sculptures, paintings and prints by **native** Indian and Inuit **artists**.

The **art** gallery is open from 11:00 am to 5:00 pm daily during the summer months (Victoria Day weekend in May to Thanksgiving in October), and from 11:30 am to 4:30 pm (closed Mondays) during the winter months. The Restaurant and Gallery Shop are open during gallery hours.

Admission fees are: Adults, \$2.50; Students, \$1.00; Seniors, \$1.50 (free on Wednesdays); Children under 5, free; Families, \$6.00.

Group **tours** are invited and all tours can be arranged by calling 416-893-1123.

ACTS

ACTS

MCC 46

The Minister of Citizenship and Culture administers the following Acts.

Archives Act
Art Gallery of Ontario Act
Arts Council Act
Centennial Centre of Science and Technology Act
Foreign Cultural Objects Immunity from Seizure Act
George R. Gardiner Museum of Ceramic Art Act, 1981
John Graves Simcoe Memorial Foundation Act
Ministry of Citizenship and Culture Act
McMichael Canadian Collection Act
Ontario Educational Communications Authority Act
Ontario Heritage Act
Public Libraries Act
Royal Ontario Museum Act
Science North Act
The Royal Botanical Gardens Act, 1941, as amended

MINISTRY OF COLLEGES AND UNIVERSITIES

101 Bloor St. W., 14th Flr.
Toronto M5S 1P7

The Ministry of Colleges and Universities administers support funds to 15 provincially assisted universities, 22 colleges of applied arts and technology, Ryerson Polytechnical Institute, the Ontario College of Art and the Ontario Institute for Studies in Education. It also administers student financial assistance programs. The Ministry operates under the Ministry of Colleges and Universities Act.

Formed in May 1964, the Ministry was originally known as the Department of University Affairs. It acquired responsibility for the Colleges of Applied Arts and Technology from the Department of Education and was renamed the Department of Colleges and Universities. In 1972, the reorganization of the Ontario Government changed the name to the Ministry of Colleges and Universities. The Industrial Training Branch of the Ministry of Labour, with its responsibilities for apprenticeship programs, was transferred to this Ministry in April 1972. The Ministry of Colleges and Universities and the Ministry of Education came under the jurisdiction of one Minister in 1978 and their administration divisions were merged. In 1985, the Skills Development Division was transferred to the newly formed Ministry of Skills Development. Since June, 1985, the Ministry of Colleges and Universities has operated under the jurisdiction of a Minister who has the dual responsibility for the Ministry of Colleges and Universities and the Ministry of Skills Development.

COMMUNICATIONS BRANCH

MCU 1

101 Bloor St. W., 4th Flr.
Toronto M5S 1P7
416-963-3967

This branch provides public information, deals with media enquiries and acts as a reference source for a wide and divergent range of queries through the cooperation and assistance of the Ministry of Education's Communication Services Branch.

CORPORATE PLANNING AND SERVICES

MCU 2

101 Bloor St. W., 14th Flr.
Toronto M5S 1P7
416-963-3955

This unit is responsible for developing expenditure plans and preparing annual estimates for the Ministry's programs and administrative budgets. It also produces data and provides information support and analysis for the making of corporate policies and directions. It acquires and arranges support services from the Ministry of Education.

UNIVERSITY RELATIONS AND RESEARCH SUPPORT DIVISION

UNIVERSITY RELATIONS BRANCH

MCU 3

Mowat Block, 9th Flr.
900 Bay St.
Queen's Park, Toronto M7A 1L2
416-965-3878/6382

University Relations Branch is responsible for administering the provincial grants to Ontario universities. The branch administers the operating grants formula; develops and

analyses policy proposals with reference to university operations, physical resources and their funding; administers the **University Research Incentive Fund (URIF)**; implements policy decisions; acts as liaison with the **Ontario Council on University Affairs** and other university-related organizations and maintains government-university relations in general. It answers inquiries about university-related matters, publishes the **Operating Formula Manual** for use by university administrators and coordinates policy development and issues resolutions related to health sciences programs in colleges of applied arts and technology and universities. The branch liaises with other ministries (primarily the Ministry of Health) and health professionals' associations and regulatory bodies about **health**, manpower and education issues (965-5543); approves and reviews programs of both pre-service and in-service **teacher education** offered by faculties of education and sets policy concerning regulations on **certification of teachers** (965-5477).

COLLEGE AFFAIRS BRANCH

MCU 4

Mowat Block, 10th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1L2

416-965-5375

The College Affairs Branch is responsible for planning and policy formulation and implementation for the **Colleges of Applied Arts and Technology (CAATs)**, often called community colleges. The branch provides operating and capital **grants** to the colleges for the delivery of academic and skills related programs. The colleges also provide skills **vocational** training sponsored by the federal and provincial governments under the **Canadian Jobs Strategy** and **Ontario's Training Strategy**. For information about programs available at CAATs contact the colleges. For information on vocational training under Canadian Jobs Strategy and Ontario's Training Strategy, see Ministry of Skills Development.

The branch acts as secretariat for the **Ontario Council of Regents for Colleges of Applied Arts and Technology**.

PRIVATE VOCATIONAL SCHOOLS

MCU 5

Mowat Block, 9th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1L2

416-965-5348

The Private Vocational Schools Unit is responsible for registering and regulating postsecondary private vocational **schools** throughout the Province.

STUDENT AWARDS BRANCH

MCU 6

Mowat Block, 8th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1L2

416-965-5241

Toll-free: 1-800-268-3748

Area Code 807, ask operator for Zenith 47720

Student Awards Branch administers programs which offer **financial assistance** in the form of **loans, grants or bursaries** to Ontario **students** studying at colleges and universities. It administers six plans based on financial need under the **Ontario Student Assistance Program (OSAP)**: **Ontario Study Grant Plan, Canada Student Loans Plan, Ontario Stu-**

dent Loans Plan, Ontario Special Bursary Plan, Ontario Work-Study Plan and the Part-Time Student Loans Plan (Canada Student Loans). The branch also awards fellowships or scholarships for outstanding university graduate work: The Ontario Graduate Scholarship, The Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship and The Queen Elizabeth II Ontario Scholarships. There are programs available to students and teachers for bilingual study: Fellowships for Studying in French, Teacher's Summer Bursary, French Language Instructional Unit, Teacher's Bursary Program (Winter Session) and Summer Language Bursary Program. The branch also administers two special scholarships: the William G. Davis Student Award for children of Crown employees and the Aird Scholarship for disabled individuals. Students should apply through the Financial Aid Office located at the postsecondary institution of their choice. For private or out-of-province institutions, contact this branch.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's Communications Branch.

ONTARIO COUNCIL ON UNIVERSITY AFFAIRS

MCU

700 Bay St., 7th Flr.
Toronto M5G 1Z6
416-965-5233

The Ontario Council on University Affairs (OCUA) was established by Order-in-Council in 1974 as an advisory body to the Minister of Colleges and Universities and the Lieutenant Governor-in-Council. OCUA addresses any matters pertaining to the university system and regularly advises on funding requirements, allocation of funds, graduate and professional program approval and Ontario Graduate Scholarship funding. OCUA acts as a buffer between government and the 15 provincially assisted universities, Ryerson Polytechnical Institute, the Ontario College of Art, the Ontario Institute for Studies in Education and the Bar Admission Course (Law Society of Upper Canada). The council is composed of a full-time chairman and 19 members who serve on a part-time basis. A small staff supports the work of the council.

ONTARIO COUNCIL OF REGENTS FOR COLLEGES OF APPLIED ARTS AND TECHNOLOGY (CAATs)

MCU

Mowat Block, 7th Flr.
900 Bay St
Queen's Park, Toronto M7A 1L2
416-965-4234

Ontario Council of Regents is responsible for collective bargaining on behalf of Colleges of Applied Arts and Technology with respect to academic and support staff, and for the appointment of college boards of governors. It also plays a key role in reviewing and recommending salaries, terms and conditions of employment for college administrative employees; new program proposals; real property transactions; college multi-year plans and operational reviews. In addition, the council advises the Minister of Colleges and

Universities on a wide range of policy-related matters. Secretariat services to the council are provided by the Ministry's College Affairs Branch.

COLLEGE RELATIONS COMMISSION

MCU 9

111 Avenue Rd., Ste. 400

Toronto M5R 3J8

416-922-7679

The College Relations Commission was established in 1975 to oversee the **collective bargaining** process between the Ontario Council of Regents for Colleges of Applied Arts and Technology (CAATs) and the **Ontario Public Service Employees Union**, representing both academic and support staff. The commission monitors and assists in negotiations, supervises staff votes and advises the Lieutenant Governor-in-Council when a strike or lockout is jeopardizing student education.

ACTS

ACTS

MCU 10

The following is a list of Acts administered by the Ministry of Colleges and Universities. For information on which branches administer the Acts, see the Key Word Index or contact Ministry's Legal Services.

Colleges Collective Bargaining Act, R.S.O. 1980

Degree Granting Act, 1983

Ministry of Colleges and Universities Act, R.S.O. 1980

Private Vocational Schools Act, R.S.O. 1980

The following is a list of related Acts.

Brock University Act, 1964

Carleton University Act, 1952

Lakehead University Act, 1965

Laurentian University of Sudbury Act, 1960

McMaster University Act, 1976

Ontario College of Art Act, 1968-69

Osgoode Hall Law School Scholarships Act, 1968-69

Ryerson Polytechnical Institute Act, 1977

Sunnybrook Hospital Act, 1966

Trent University Act, 1962-63

University of Guelph Act, 1964

University of Ottawa Act, 1965

University of Toronto Act, 1971

University of Waterloo Act, 1972

University of Western Ontario Act, 1982

University of Windsor Act, 1962-63

Wilfred Laurier University Act, 1973

York University Act, 1965

MINISTRY OF COMMUNITY AND SOCIAL SERVICES

Hepburn Block, 80 Grosvenor St.
Queen's Park, Toronto M7A 1E9

The Ministry of Community and Social Services, established in 1930 as the Department of Public Welfare, was formed as a result of the Ross Commission on Public Welfare. It comprised an amalgamation of the Old Age Pensions, the Mother's Allowance and the Children's Aid branches previously administered by the Provincial Secretary, and the Unemployment Relief branch from the Department of Labour. In 1967 the name was changed to the Department of Social and Family Services and in 1972 it became the Ministry of Community and Social Services.

In 1974 the Mental Retardation program under the Developmental Services Act was transferred to this Ministry from the Ministry of Health and in 1977 children's services programs from the Ministries of Health, Correctional Services and the Attorney General were also transferred. In November 1985 the new Child and Family Services Act was proclaimed. It eliminates inconsistencies, simplifies the law, addresses the new legal issues and ensures that the legislation conforms with the equality provisions of the Charter of Rights and Freedoms.

The current trend is to encourage and support community living programs to enable physically and mentally handicapped persons and elderly citizens to live independently. Ministry-operated and funded programs are moving towards smaller residential settings with support networks.

Administration of Ministry funded and direct-delivery programs across the province are decentralized to four administrative regional offices and 13 area offices within these regions.

DEPUTY MINISTER'S OFFICE

COMMUNICATIONS GROUP

Hepburn Block, 7th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1E9
416-965-7825

COMSOC

The group establishes communications policy for the Ministry, advises staff on communications planning and provides communications support to the Minister and the Deputy Minister. It liaises with the media, answers public inquiries, produces and distributes publications, news releases, audio-visual materials and directs advertising campaigns. Public relations assistance, such as consultation, publications, films, conferences, displays, etc. is available to the public, municipalities and social agencies to explain Ministry programs.

The group also provides an internal conduit for quick responses to many important and contentious operations and policy issues which arise from questions in the Legislature from the press and from other contacts within the Minister's, the Deputy Minister's and the Assistant Deputy Minister's offices. It responds to inquiries that cannot be transferred to the regional or area offices and provides executive and administrative assistance to the offices of the Deputy Minister and the Assistant Deputy Minister, Operations Division.

LEGAL SERVICES BRANCH

COMSOC 2

Hepburn Block, 4th Flr.

80 Grosvenor St.

Queen's Park, Toronto M7A 1E9

416-965-5147 & 416-965-5148

Legal Services Branch advises the Ministry on legal matters, including the interpretation of statutes and regulations and other legal documents. It provides the Ministry with general legal services such as conducting litigation, providing legal opinions, etc.. The Legal Services Branch is responsible to the Ministry of the Attorney General.

**STRATEGIC PLANNING AND
INTERGOVERNMENTAL RELATIONS**

COMSOC 3

Hepburn Block, 3rd Flr.

80 Grosvenor St.

Queen's Park, Toronto M7A 1E9

416-965-0108

Strategic Planning and Intergovernmental Relations coordinates and gives impetus to the strategic planning process, formulates policies and responds to intergovernmental issues affecting the Ministry of Community and Social Services, e.g. **CAP (Canada Assistance Plan)**, **VRDP (Vocational Rehabilitation for Disabled Persons)**, and **IWA (Indian Welfare Agreement)** cost-sharing; develops programs for the provision of **Native** services; coordinates Cabinet Policy Committees and Cabinet agenda and liaises with Cabinet Committees, Cabinet Offices and other ministries; negotiates renewal/changes to VRDP agreements and guidelines and conducts research and program evaluation activities within the Ministry.

The **Strategic Planning Unit** (965-3203) integrates the principles and practices of Strategic Planning for ministry management and ensures that research and environmental information is provided to establish the strategic focus of the ministry and its divisions.

The **Intergovernmental Policy Unit** (965-1083) develops policies and responds to intergovernmental issues and processes relating to the Federal, other provincial and municipal governments. It negotiates cost-sharing issues and maintains and enhances relationships through the exchange of information.

The **Research and Program Evaluation Unit** (965-9884) is the primary locus for research and program evaluation activities in the Ministry. Technical consultation, research and evaluation design, funding and project management services are available to the Divisions of the Ministry.

The **Policy Coordination Unit** (965-4523) is the liaison for the Minister, Deputy Minister and senior management with Cabinet Committee, Cabinet Offices and other ministries. It develops briefing material for the Minister and Deputy Minister for weekly Cabinet and Cabinet Committee meetings and is a central registry of information on the status of policy issues.

The Provincial Coordinator, **Vocational Rehabilitation** (965-6299) is the authority for administering the Vocational Rehabilitation of **Disabled Persons** Agreement with the Federal government. Key responsibilities are ensuring that the Province receives appropriate cost-sharing revenue; influencing the development of programs and services for persons with disabilities, and providing advice and information on vocational **rehabil-**

itation to Ministry of Community and Social Services officials, other ministries and outside organizations.

The **Native Services Unit** (965-3203) assists in implementing government and ministry policies and practices relating to Natives, facilitating Ministry Native-oriented activities and liaising with Native groups and Indian and Northern Affairs Canada.

The **Provincial/Municipal (Funding) Unit** (965-1083) justifies provincial-municipal program delivery and cost-sharing and develops a partnership with municipalities and municipal associations.

OPERATIONS DIVISION

OPERATIONS DIVISION CHILDREN'S AND ADULTS' SERVICES

COMSOC 4

Hepburn Block, 6th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1E9
416-965-7683

The Operations Division, headed by an Assistant Deputy Minister, is responsible for the delivery of all existing **children's** and **adults'** services programs within this Ministry. Operations services include decentralized program delivery structures, centralized program and initiative implementation, support planning and control mechanisms. Decentralized service delivery is through the Regional Directors and Area Managers in the Ministry's regional, area and local offices and all provincially run facilities such as the developmentally handicapped, training schools and detention homes for children. The functions of the Regional Directors and the area offices are described under this Ministry's Regional Organization entry.

ONTARIO CENTRE FOR THE PREVENTION OF CHILD ABUSE

COMSOC 5

25 Spadina Rd.
Toronto M5R 2S9
416-965-1900

The Centre is a non-profit charitable corporation, established by the Ministry in cooperation with the Canadian Children's Foundation and leading experts in the field of child abuse. It serves as a central focus for Ministry **child** abuse prevention activities, including training and public education.

OPERATIONAL COORDINATION BRANCH

COMSOC 6

Hepburn Block, 6th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1E9
416-965-4765

Headed by a Director, the Operational Coordination Branch is responsible for operational issues and services, strategic management of the Operations Division, agency relationships, program coordination, including operational planning, consistency of delivery policy liaison and initiatives implementation. Chaplaincy Services and French Language Services are also included in the Branch.

CHAPLAINCY SERVICES

COMSOC 7

700 Bay St., Rm. 216
Toronto M7A 1E9
416-965-3733

This Section coordinates the chaplaincy services provided by the Ministries of Community and Social Services, Correctional Services and Health to various institutions across the province. The Ministry of Community and Social Services acts as the 'lead ministry' in coordinating the services of chaplains employed by other ministries. Liaison between the Ontario Provincial Interfaith Committee on Chaplaincy and government ministries and the implementation and development of policy on the delivery of pastoral care, is the responsibility of Chaplaincy Services.

Chaplaincy Services has regional offices at the following locations:

Thistletown Regional Centre

51 Panorama Court
Rexdale M9V 4L8
416-741-1210

Stratford Jail

30 St. Andrew St.
Stratford N5A 1A3
519-271-2180

Adult Occupational Centre

P.O. Box 12000
Barrie L4M 4W3
705-728-6910

Rideaucrest Home

362 Montreal St.
Kingston K7K 3H6
613-547-6792

Elgin-Middlesex Detention Centre

711 Exeter Rd.
London M6E 1L3
519-686-1922

Lakehead Psychiatric Hospital

Box 2930
580 North Algoma St.
Thunder Bay P7B 5G4
807-344-3571

Brookside School

P.O. Box 159
990 King St. E.
Cobourg K9A 4K6
416-372-5451

Hamilton Psychiatric Hospital

Box 585
Hamilton L9C 3N6
416-388-2511

Cecil Facer Youth Centre

Box 850
Budbury P3E 4S3
705-522-1250

OFFICE OF THE COORDINATOR OF FRENCH LANGUAGE SERVICES

COMSOC 8

Macdonald Block, Rm. M1-50
Queen's Park, Toronto M7A 1E9
416-965-9794

The Office of the Coordinator of **French Language Services** formulates policy proposals and implementation plans to meet ministry obligations under the French Language Services Act; advises the Minister and Deputy Minister on related issues; coordinates activities of ministry offices in developing services in French; liaises with francophone associations and disseminates information about availability of ministry services in French. It

handles ministry correspondence in French, provides translations for senior management and standardizes French-English terminology used by the ministry.

SERVICES EN FRANÇAIS

Le Bureau du coordonnateur des services en français élabore des politiques et des plans de mise en oeuvre en vue de remplir les obligations du ministère selon la Loi sur les services en français, conseille le ministre et le sous-ministre sur les questions qui s'y rattachent; coordonne les activités des bureaux régionaux reliées au développement des services en français; maintient des liens avec les associations francophones et distribue de l'information au sujet des services du ministère qui sont disponibles en français. Le bureau s'occupe également de la correspondance en français du ministère, prépare des traductions de documents pour la haute direction et travaille à la normalisation de la terminologie bilingue.

REGIONAL ORGANIZATION CHILDREN'S AND ADULTS' OPERATIONS REGIONAL, AREA AND LOCAL OFFICES

COMSOC 9

To ensure effective service delivery throughout the Province, the Ministry's responsibilities are designated under four regions (Northern, Southeast, Southwest and Central), which are responsible for integrated service delivery of both **adult** and **children's** programs.

Each region is headed by a Regional Director who provides general management, including resource allocation and administers Ministry-run and Ministry-funded programs by coordinating the activities of the area offices, the local offices for adults' services, the juvenile probation field offices, and all provincially-run facilities (i.e. facilities for the developmentally handicapped, training schools and detention homes for children).

Programs pertaining to Adults' Services, delivered by the area and local offices include: Family Benefits; Vocational Rehabilitation Maintenance Allowances; Handicapped Children's Allowance; General Welfare Assistance (administered by municipalities and Indian Band Councils or by the Province in unorganized territories); Work Incentive Programs for adults; and the Senior Citizens' Program. These programs, and the Soldiers' Aid Commission, are described in individual entries.

Children's Services Programs, delivered by the area offices include: Child Welfare (Children's Aid Societies); Day Nurseries; Probation services for children (Juvenile Corrections); Residential Care and Residential Treatment Services; and Community Programs for developmentally handicapped children. These programs are described in individual entries.

The functions of the facilities for the developmentally handicapped and the Juvenile Corrections Program which includes probation offices, training schools and detention homes for children are described in entries which follow, together with a list of the facilities and offices.

The Ministry's regional, area and local offices are listed below.

CENTRAL REGION

Regional Director

2195 Yonge St., 10th Flr.
Toronto M7A 1G2
416-963-1010

Barrie Area Office

34 Simcoe St., Box 910
Barrie L4M 4Y6
705-737-1311
If long distance dial
1-800-461-7551

York Local Office

135 Yonge St. N.
Aurora L4G 1P3
416-727-3156

Local Office

80 Colborne St. W.
P. O. Box 98
Orillia L3V 2Y7
705-325-7408

Mississauga Area Office

90 Dundas St. W., 2nd Flr.
Mississauga L5B 2T5
416-276-7670

Toronto Area Office

2195 Yonge St., 9th Flr.
Toronto M7A 1G1
416-965-1433
416-965-5103 (Senior Citizens)

Local Office

501 Dufferin St., Main Flr.
Toronto M3K 1N6
416-248-7594

Local Office

52 Parliament St.
Toronto M5A 3A4
416-362-6111

Local Office

911 Eglinton Ave. E.
Toronto M1L 2L6
416-752-6625

Local Office

121 Kennedy Ave., 2nd Flr.
Toronto M6S 2X8
416-763-3631

SOUTHWEST REGION

Regional Director

195 Dufferin Ave., 5th Flr.
London N6A 1K7
519-438-8344

Hamilton Area Office

119 King St. W., 6th Flr.
P. O. Box 2112
Hamilton L8N 3Z9
416-521-7280

Local Office

7 Charlotte St., 2nd Flr.
Brantford N3T 5W7
519-756-5790

Local Office

4609 Crysler Ave.
Thomas Building
Niagara Falls L2E 4C9
416-357-0363

Local Office

110 James St., 5th Flr.
Box 176
St. Catharines L2R 6S4
416-688-3022
If long distance ask
operator for Zenith 21370

Local Office

266 Division St.
Welland L3B 4A4
416-735-6510

London Area Office

495 Richmond St., 6th Flr.
London N6A 5A9
519-438-5111
If long distance dial
1-800-265-4197

Local Office

17 Rattenbury St.
P. O. Box 1150
Clinton N0M 1L0
519-482-3971

Local Office

101 Union St.
Simcoe N3Y 2A6
519-426-9350

Local Office

194 Ontario St.
Stratford N5A 3H4
519-271-1530

Local Office

499 Talbot St.
St. Thomas N5P 1C3
519-631-3032

Waterloo Area Office

Waterloo Square
75 King St. S.
Waterloo N2J 1P2
519-886-4700
If long distance ask
operator for Zenith 37610
(Grey, Bruce, Waterloo, Wellington)

Local Office

73 Water St. N.
Cambridge N1R 7L6
519-623-1230

Local Office

60 Baker St.
Guelph N1H 4G1
519-822-7500

Local Office

945 3rd Ave. E.
Owen Sound N4K 5R4
519-376-1951
If long distance ask
operator for Zenith 21370

Local Office

1 Victoria St.
Walkerton N0G 2V0
519-881-0977

Windsor Area Office

250 Windsor Ave., 1st Flr.
Windsor N9A 6V9
519-254-1651
If long distance ask
operator for Zenith 21370

Local Office

48 Fifth St.
Chatham N7M 4V7
519-352-5040

Local Office

18 Selkirk Ave.
Leamington N8H 3B3
519-326-2511

Local Office

720 Christina St. N.
Sarnia N7V 3C2
519-337-3735
If long distance ask
operator for Zenith 21370

SOUTHEAST REGION

Regional Director

336 Alfred St.
Kingston K7L 3S5
613-548-6761

Kingston Area Office

1055 Princess St., Ste. 103
Kingston K7L 5T3
613-545-0539

For toll-free number check the
blue pages of telephone directory
(Dundas, Glengarry, Leeds & Grenville,
Lanark, Ottawa-Carleton, Stormont,
Renfrew, Prescott & Russell, Frontenac,
Hastings, Lennox & Addington,
Prince Edward)

Local Office

199 Dundas St. E.
Belleville K8N 1E2
 613-962-9562
 If long distance ask
 operator for Zenith 21370

Local Area Office

51 King St. E.
Brockville K6V 1A7
 613-345-1200
 If long distance
 dial 1-800-267-0834

Ottawa Area Office

10 (Rue) Rideau St., 7th Flr.
Ottawa K1N 9J1
 613-234-1188

Local Office

10 Main St. N., Box 520
Alexandria K0C 1A0
 613-525-3524
 If long distance ask
 operator for Zenith 35500

Local Office

P. O. Box 40
Barry's Bay K0J 1B0
 613-756-3506
 If long distance ask
 operator for Zenith 21370

Local Office

4 Montreal Rd., 3rd Flr.
Cornwall K6H 1B1
 613-932-3381
 If long distance ask
 operator for Zenith 35500

Local Office

876 James St.
Hawkesbury K6A 1T9
 613-632-1171
 If long distance ask
 operator for Zenith 35500

Local Office

77 Mary St., 3rd Flr.
Pembroke K8A 5V4
 613-735-1073

Local Office

315 Raglan St. S.
Renfrew K7V 1R6
 613-432-4886
 If long distance ask
 operator for Zenith 21370

Peterborough Area Office

60 Hunter St. E.
Peterborough K9H 1G5
 705-742-9292
 If long distance ask
 operator for Zenith 21370

Local Office

322 Kent St. W.
Lindsay K9V 5E5
 705-324-6128
 If long distance ask
 operator for Zenith 49740

Local Office

11 Simcoe St. N., Ste. 201
Oshawa L1G 4R7
 416-576-9001
 If long distance ask
 operator for Zenith 21370

Local Office

38 Walton St., Ste. 4
Port Hope L1A 1N1
 416-885-6386
 If long distance check
 blue pages of telephone directory

NORTHERN REGION

Regional Director

473 Queen St. E., 2nd Flr.
Sault Ste. Marie P6A 1Z5
 705-949-8052

Sudbury Area and District Office

111 Larch St., 8th Flr.

Sudbury P3E 4T5

705-675-4515

If long distance dial

1-800-461-1167/9

Local Office

199 Larch St., 5th Flr.

Sudbury P3E 5P9

705-675-4515

If long distance ask

operator for Zenith 35500

or dial

1-800-461-1167/9

Local Office

14 Young St.

Chapleau P0M 1K0

705-864-0429

Local Office

P.O. Box 238

Espanola P0P 1C0

705-869-1532

Local Office

Meredith/Eleanor Sts.

P.O. Box 358

Gore Bay

Manitoulin Island P0P 1H0

705-282-2288

Sault Ste. Marie District Office

123 March St., 3rd Flr.

Box 68

Sault Ste. Marie P6A 2Z5

705-759-8244

Local Office

9 Ontario Ave.

Elliot Lake P5A 2K3

705-848-5259

Local Office

54 Broadway Ave., Ste. 4

Wawa P0S 1K0

705-856-2303

If long distance ask

operator for Zenith 21370

North Bay Area Office

222 McIntyre St. W., Ste. 406

North Bay P1B 2Y8

705-474-4452

North Bay District Office

222 McIntyre St. W., Ste. 316

North Bay P1B 2Y8

705-474-3540

Local Office

274 Manitoba Ave.

Box 838

Bracebridge P0B 1C0

705-645-8718

If long distance ask

operator for Zenith 21370

Local Office

76 Church St.

Parry Sound P2A 1Z1

705-746-2717

If long distance ask

operator for Zenith 21370

Local Office

Hwy. 11, Toronto Ave. N.

Box 161

South River P0A 1X0

705-386-2571

If long distance ask

operator for Zenith 35500

Local Office

53A William St., 3rd Flr.

Box 160

Sturgeon Falls

705-753-1611

If long distance ask

operator for Zenith 35500

Timmins District Office

11 Elm St. N.

Timmins P4N 6A3

705-267-7901

If long distance ask

operator for Zenith 21370

Local Office
241 Eighth St.
Box 310
Cochrane P0L 1C0
705-272-4846

Local Office
1405 Edward St.
Hearst P0L 1N0
705-362-4238

Local Office
46 Queen St.
Box 44
Kapuskasing P5N 2Y4
705-335-6108

Local Office
8 Hudson Bay Ave.
Box 398
Kirkland Lake P2N 2H7
705-567-3391
If long distance ask
operator for Zenith 21370

Local Office
Ontario Government Bldg.
Box 160
Revillon Rd.
Moosonee P0L 1Y0
705-336-2984

Local Office
310 Whitewood Ave.
Box 2260
New Liskeard P0J 1P0
705-647-7447

Local Office
11 Elm St. N.
Timmins P4N 6A3
705-267-7901

Thunder Bay Area and District Office
710 Victoria Ave., 3rd Flr.
Thunder Bay P7C 5P7
807-475-1345/1515
If long distance ask
operator for Zenith 21370

Local Office
1405 Main St.
Box 1029
Geraldton P0T 1M0
807-854-1840
If long distance ask
operator for Zenith 30700

Kenora/Rainy River District Office
20 Main St. S., 2nd Flr.
Kenora P9N 1S7
807-468-3056
If long distance ask
operator for Zenith 24100

Local Office
475 Government Rd.
Box 1020
Dryden P8N 3B3
807-223-2241

Local Office
338 Scott St.
Box 760
Fort Frances P9A 3N1
807-274-9846

Local Office
104 Government Rd.
Box 429
Keewatin P0X 1C0
807-547-2801
If long distance ask
operator for Zenith 21370

Local Office
Ontario Government Bldg.
Box 827
Red Lake P0V 2M0
807-727-2174

Local Office
63 King St.
Box 338
Sioux Lookout P0V 2T0
807-737-3813

REGIONAL ORGANIZATION
CHILDREN'S AND ADULTS' OPERATIONS
FACILITIES FOR DEVELOPMENTALLY HANDICAPPED

COMSOC 10

Treatment and training programs and services to the developmentally handicapped are delivered through 12 government-operated and 10 local community-board operated **mental retardation** facilities and these fall under regional jurisdiction. The facilities, which are owned and operated by the Ministry, are listed below:

CENTRAL REGION

Adult Occupational Centre

Edgar

Mailing address:

P.O. Box 12000

Barrie L4M 4W3

705-728-6910

Huron Regional Centre

P.O. Box 1000

Orillia L3V 6L2

705-326-7361

Surrey Place Centre

2 Surrey Place

Toronto M5S 2C2

416-925-5141

NORTHERN REGION

Muskoka Centre

P.O. Box 280

Gravenhurst P0C 1G0

705-687-2201

Northwestern Regional Centre

580 Algoma St. N.

P.O. Box 3270

Thunder Bay P7B 5G4

807-345-0576

SOUTHEASTERN REGION

D'Arcy Place

700 D'Arcy St.

P.O. Box 110

Cobourg K9A 4L5

416-372-3341

Prince Edward Heights

P.O. Box 440

Picton K0K 2T0

613-476-2104

Rideau Regional Centre

P.O. Box 2000

Smiths Falls K7A 4T7

613-283-5533

SOUTHWESTERN REGION

Oxford Regional Centre

P.O. Box 310

Woodstock N4S 7X9

519-539-1251

Southwestern Regional Centre

Hwy. 3 (West of Blenheim)

Mailing address:

P.O. Box 1000

Blenheim N0P 1A0

519-676-5431

C.P.R.I.

P.O. Box 2460

Terminal A

London N6A 4G6

519-471-2540

Midwestern Regional Centre

P.O. Box 400

Palmerston N0G 2P0

519-343-2015

**REGIONAL ORGANIZATION
YOUTH CORRECTIONS PROGRAM
SECURE CUSTODY FACILITIES, DETENTION HOMES
AND PROBATION OFFICES**

COMSOC 11

The Youth Corrections Program provides detention services for **young persons** awaiting court disposition. It supervises young persons placed on **probation** by youth court judges. It also operates residential secure custody facilities for young persons sent there by the youth court and those ordered by the youth court into community programs.

Services and information for the Youth Corrections Program are delivered through the area offices listed under this Ministry's Regional Organization entry or through the institutions listed below.

Secure custody facilities, detention homes, probation offices and the children's mental health centre, Thistletown Regional Centre (416-741-1210), are listed below.

SECURE CUSTODY FACILITIES

Project DARE
P.O. Box 2000
South River P0A 1X0

Brookside Youth Centre
Box 159
Cobourg K9A 4K6
416-372-5451

Syl-Apps Youth Centre (Training School)
Box 9100
Oakville L6J 5E8
416-844-4110

Sprucedale Training School
Box 606
Simcoe N3Y 4L8
519-426-3561

Cecil Facer Training School
Box 850
Sudbury P3E 4S3
705-522-1250

*St. John's Training School
(Private Training School)*
R.R. 2
Box 5000
Uxbridge L0C 1K0
416-364-0556

DETENTION HOMES

Arrell Observation Home for Children
1051 Upper James St.
Hamilton L9C 3A6
416-385-5341

Juvenile Detention Centre
1670 Oxford St. E.
London N5V 3G2
519-453-7070

Observation and Detention House
475 Iroquois Shore Rd.
Oakville L9J 5E8
416-844-4110

*Ottawa Youth
Detention Centre*
1145 Bronson Place
Ottawa K1S 4H4
613-566-3970

Observation and Detention Home
139 Pim St.
Sault Ste. Marie P6A 3G9
705-256-5987

Observation and Detention Home
354 George St.
Toronto M5A 2N3
416-923-6051

*Brookside Observation and Detention
Home (Carr House)*
Box 159

Cobourg K9A 4K6
416-372-5451

*Children's Mental Health Centre
Thistletown Regional Centre*

51 Panorama Court
Rexdale M9V 4L8
416-741-1210

JUVENILE PROBATION

2500 Lawrence Ave. E.
Scarborough M1R 2R7
416-750-3387

50 Commercial Ave., Ste. 209
Ajax L1S 2H5
416-683-1250

34 Simcoe St.
P.O. Box 910
Barrie L4M 1N1
705-737-3801

199 Dundas St. E.
Belleville K8N 1E2
613-966-4302

274 Manitoba Ave.
Box 63
Bracebridge P0B 1C0
705-645-8718

20 Nelson St. W.
Ste. 201 and 203
Brampton L6X 2M5
416-456-3430

100 Wellington Sq.
City Hall, 2nd Flr.
Brantford N3T 2M3
519-752-6505

51 King St. E.
Brockville K6V 1A8
613-342-4033
Burlington Sq.

760 Brant St.
Burlington L7R 4B7
416-639-5371

73 Water St.
Cambridge N1R 7L6
519-623-1230 (Probation)

Court House
Munsey St.
Box 460
Cayuga N0A 1E0
416-772-5303

48 Fifth St., 2nd Flr.
Chatham N7M 4V8
519-352-1115

Brookside Youth Centre
390 King St. E.
Box 159
Cobourg K9A 4K6
416-372-5451

241 Eighth St.
Box 310
Cochrane P0L 1C0
705-272-4348

168 Hurontario St.
Box 155
Collingwood L9Y 2M2
705-445-3301

502 Pitt St., 2nd Flr.
Cornwall K6J 3R5
613-938-1581

479 Government Rd.
Box 1020
Dryden P8N 3E3
807-223-3321

9 Ontario St., Ste. 6
Elliot Lake P5A 2K3
705-848-5259

71 Centre St.
Box 1090

Espanola P0P 1C0
705-869-2601

338 Scott St.
Box 760

Fort Frances P9A 3N1
807-274-3208

1405 Main St.
Box 1029

Geraldton P0T 1M0
807-854-0777

39 West St.
P.O. Box 403

Goderich N7A 4C7
519-524-7780

60 Baker St.
Guelph N1H 4G1
519-822-7500

499 King St. E., 2nd Flr.
St. John's Place
Hamilton L8N 1E1
416-525-0072

1405 Edward St.
Box 806
Hearst P0L 1N0
705-362-5145

5465 Dundas St. W., 3rd Flr.
Islington M9B 1B4
416-233-3206

46 Queen St.
Box 295
Kapuskasing P5N 2Y4
705-335-8573

General Delivery
Keewatin P0X 1C0
807-547-2864

736 Princess St.
Kingston K7L 1G3
613-545-4306

8 Hudson Bay Ave.
Kirkland Lake P2N 2H7
705-567-5297

322 Kent St. W.
Box 7000
Lindsay K9V 5E5
705-324-6128

80 Dundas St.
Court House
Box 5600, Terminal 'A'
London N6A 2P3
519-679-7220

305 Midland Ave.
Midland L4R 3K5
705-526-3715

491 Steeles Ave. E.
Milton L9T 1Y7
416-878-0302

90 Dundas St. W., 2nd Flr.
Mississauga L5B 2T5
416-276-7670

713 Davis Dr.
Newmarket L3Y 2R3
416-895-1800

4627 St. Clair Ave.
Box 201
Niagara Falls L2E 6T3
416-685-4897

222 McIntyre St. W., Ste. 310
North Bay P1B 2Y8
705-474-4616

Court House
51 Zina St.
Orangeville L9W 1E5
519-941-1530

Main St.
P.O. Box 309
L'Orignal K0B 1K0
613-675-4630

80 Colborne St. W.
Orillia L3V 2Y7
705-325-7408

650 King St. E.
Ste. 204/206
Oshawa L1H 1G5
416-723-1119

900 Lady Ellen Place, Ste. 11
Ottawa K1Z 5L5
613-722-6507

945 Third Ave. E., Ste. 30
P.O. Box 697
Owen Sound N4K 5R4
519-376-1951

3 Beechwood Dr.
Parry Sound P2A 1J2
705-746-5809

77 Mary St., 3rd Flr.
Pembroke K8A 5V4
613-735-1073

60 Hunter St. E.
Peterborough K9H 1G5
705-742-9292

110 James St., 5th Flr.
P.O. Box 176
St. Catharines L2R 7E8
416-685-4897

145 Curtis St.
Provincial Court
P.O. Box 277
St. Thomas N5P 3Z7
519-631-3430

720 Christina St. N.
Sarnia N7V 3C2
519-337-3735

123 March St., 5th Flr.
Sault Ste. Marie P6A 2Z5
705-759-8244

2500 Lawrence Ave. E., 2nd Flr.
Scarborough M1P 2R7
416-750-3387

Court House
No. 3 Highway E.
Box 605
Simcoe N3Y 4N4
519-428-0380

63 King St.
P.O. Box 338
Sioux Lookout P0V 2T0
807-737-2162

100 Erie St.
Stratford N5A 2M4
519-271-5220

Ontario Government Bldg.
199 Larch St., Main Flr.
Sudbury P3E 5P9
705-675-4515

710 Victoria Ave., 3rd Flr.
Thunder Bay P7C 5P7
807-475-1485

38 Pine St. N., Ste. 129
Timmins P4N 6K6
705-267-7965

194 Gerrard St. E.
Toronto M5A 2E6
416-923-4516

900 Dufferin St., Ste. 209
Toronto M6H 4B1
416-965-5177

2265 Keele St., Ste. 1
Toronto M6M 3Z7
416-248-3055

Old Country Building
209 Cayley St., Rm. 106
Walkerton N0G 2V0
519-881-0977

75 King St. S.
Waterloo Sq.
Waterloo N2J 1P2
519-886-4700

250 Windsor Ave., 2nd Flr.
Windsor N9A 6V9
519-254-1651

54 Broadway Ave., Ste. 4
Wawa P0S 1K0
705-856-2303

42 Wellington St. N.
Woodstock N4S 6P3
519-537-5579

OPERATIONAL ISSUES AND SERVICES UNIT

COMSOC 12

Hepburn Block, 6th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1E9
416-963-2648

Headed by a Manager, the Unit is responsible for the provision of services that include Crown Ward Reviews, Volunteers, Emergency Social Services Planning, specific Family Benefits Assistance related activities, Investigations, various Legislative Boards and public inquiries.

CHILD ABUSE REGISTER

COMSOC 13

700 Bay St., 2nd Flr.
Toronto M7A 1E9
416-965-5556

The Child Abuse Register, which is confidential, with restricted access, contains information on all verified cases of **child** abuse that have occurred in Ontario since June 15, 1979. It is legislated under the **Child and Family Services Act**, 1984.

CROWN WARD REVIEW

COMSOC 14

700 Bay St., 2nd Flr.
Toronto M7A 1E9
416-963-2936

The **Child and Family Services Act**, 1984 (Section 62) provides that an annual review be done on each Crown Ward that qualifies under the conditions of Section 62(1). Staff complete the reviews and submit reports to the Ministry and the Children's Aid Societies responsible for the care and services to the Crown Wards.

EMERGENCY SOCIAL SERVICES PLANNING

COMSOC 15

700 Bay St., 2nd Flr.
Toronto M7A 1E9
416-965-0176

In the event of a major disaster, the Ministry is responsible for coordinating and encouraging planning for Emergency Social Services. The section liaises with the Federal government and directs and supports Regional and Area Offices in developing appropriate plans within the community.

FAMILY BENEFITS ADMINISTRATION

COMSOC 16

2195 Yonge St., 7th Flr.
Toronto M7A 1G1
416-965-5936

This Unit is responsible for administering the **Residual Family Benefits Assistance Programs**; for the initial and ongoing eligibility of applied **Family Benefits Assistance** for clients who reside in **Mental retardation** facilities and Homes for Special Care (Residential Care, 965-3553) and for verifying and authorizing expenditures for supplying prescription glasses for clients (Vision Care 965-9073).

PUBLIC INQUIRIES

COMSOC 17

Macdonald Block, Rm. M1-51
900 Bay St.
Queen's Park, Toronto M7A 1E9
416-965-7825
(collect calls accepted)

Information to the general public and Ministry clients about services and programs such as Family Benefits Assistance, General Welfare Assistance, Guaranteed Annual Income System for the Disabled and Vocational Rehabilitation Services is provided by this section. It acts as a liaison between Ministry clients and local offices to resolve allowance disparities; refers callers to other information sources and provides copies of various Ministry publications, upon request.

OVERPAYMENT RECOVERY FOLLOW-UP SYSTEM (ORFUS)

COMSOC 18

2195 Yonge St., 7th Flr.
Toronto M7A 1G1
416-965-3453/5311

Recovery of funds from clients who have been overpaid while in receipt of **Family Benefits Assistance** is undertaken by this Unit, by negotiating and monitoring payment schedules and referring cases for legal action.

VOLUNTEERS

COMSOC 19

700 Bay St., 2nd Flr.
Toronto M7A 1E9
416-965-0176

This section provides coordination and consultation in the development of Volunteer programs in Ministry operated programs (facilities for the developmentally handicapped, Probation services, training schools, Senior Volunteer in Service Program) and serves as a Ministry focus for encouraging volunteerism in social services within the community. The Ministry **Volunteer Awards Program** is administered by this section.

CHILDREN'S SERVICES REVIEW BOARD

COMSOC 20

700 Bay St., 2nd Flr.
Toronto M7A 1E9
416-965-1871

The Children's Services Review Board, under the legislative authority of the **Child and**

Family Services Act 1984, provides an appeal mechanism on specific decisions regarding **licences** made by the Director under this Act and the **Day Nurseries Act** and on recommendations about residential placements made by Residential Placement Advisory Committees. In certain specified situations, the Board is mandated to review a service provider's refusal to provide access to **records**, refusal to correct a record and allegations of unauthorized disclosure of a record. The Board is established as an independent body and its decisions are not subject to review by the Minister or an official of the Ministry.

CUSTODY REVIEW BOARD

COMSOC 21

700 Bay St., 2nd Flr.

Toronto M7A 1E9

416-965-1871

The Board operates jointly with the Ministry of Correctional Services. Young persons while in a custody or detention facility, may apply to the Custody Review Board for reviews of Provincial Directors' specific decisions regarding their placement, as outlined in Section 93(1) of the **Child and Family Services Act**. As part of their review, the Board may hold a hearing. Recommendations are made in writing to the Provincial Director who makes the final decision. The duties of the **Training Schools Advisory Board** are assumed by the Custody Review Board so that the progress of the remaining training school wards may continue to be reviewed.

SOLDIERS' AID COMMISSION

COMSOC 22

2195 Yonge St.

Toronto M4S 2B2

416-965-4891

The Soldiers' Aid Commission gives emergency **assistance** to eligible war **veterans** and/or their dependents who are in need and administers trust funds accruing from bequests. Contact the Commission or closest branch of the Department of Veterans Affairs (DVA) or Royal Canadian Legion.

COMMUNITY SERVICES DIVISION

COMMUNITY SERVICES DIVISION

COMSOC 23

Hepburn Block, 6th Flr.

80 Grosvenor St.

Queen's Park, Toronto M7A 1E9

416-965-6231

Headed by an Assistant Deputy Minister, the Community Services Division is responsible for the development of policies and programs for **children**, the disabled, and the elderly. A range of services including counselling, residential care, and community services, are provided to these clients.

The Community Services Division consists of three branches, each headed by a Director, representing the program areas: Children's Services, Elderly Services, and Services for the Disabled. A description of the branches follows.

CHILDREN'S SERVICES BRANCH

COMSOC 24

Hepburn Block, 3rd Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1E9
416-965-6237

The Childrens Services Branch is responsible for policy and program development related to social services for **Native people**; licensing of children's residential care facilities; confidentiality of and access to records; the use of extraordinary measures; and for the Adoption Disclosure Register and Child Welfare Services, authorized under the **Child and Family Services Act, 1984**.

CHILDREN'S SERVICES BRANCH
ADOPTION DISCLOSURE REGISTER

COMSOC 25

700 Bay St., 2nd Flr.
Toronto M7A 1E9
416-965-0544

The Register provides a means by which adopted **adults** and birth **parents** can obtain identifying information about each other and meet if they wish. For information and/or an application form, call the Adoption Disclosure Register Clerk at 965-0544.

Adoptions: For Information and referrals on private adoption, call 965-0544 and for step-parent, international and other adoptions call 965-4881.

CHILDREN'S SERVICES BRANCH
CHILD WELFARE

COMSOC 26

Child Welfare services, provided through **Children's Aid Societies** for the enhancement of family life, the protection of **children** and the prevention of child abuse and neglect, include support, counselling and supervision of children in their homes, and the placement and care of children in foster and adoption homes or in children's residences by agreement with the family or by court order.

Child Treatment services by psychiatrists for the treatment of severely disturbed children, may be provided through MCSS operated facilities or approved agencies in residential or non-residential programs and usually in association with other helping professionals.

Child and Family Intervention services provided through approved agencies for children with social, emotional, or behavioral problems and for their families, include assessment, **counselling**, life skills training, and may be residential or non-residential.

Young Offenders services are provided through approved agencies, contractual arrangements with service providers, and Ministry operated facilities for children 12-15 years of age who are in conflict with the law and are subject to the Young Offenders Act or the Provincial Offenses Act. Includes detention, pre-disposition reports, community service programs, probation supervision, open and secure custody.

Community Support services are designed to enhance the ability of communities to cope with change and to respond to the needs of children and their families. They include primary prevention initiatives and professional and community education offered through approved agencies, colleges and universities, professional associations, community organizations.

ELDERLY SERVICES BRANCH

COMSOC 27

700 Bay St., 9th Flr.
Toronto M7A 1E9
416-965-5422

Elderly Services Branch is responsible for policy and program development for both community based and residential services for **seniors**, and includes Municipal and Charitable **Homes for the Aged**, Elderly Persons' Centres, Home Support Services for the Elderly, public education and volunteer programs for Seniors, Homemaker and Nurses Services, Integrated Homemaker Program.

SERVICES FOR THE DISABLED BRANCH

COMSOC 28

700 Bay St., 21st Flr.
Toronto M7A 1E9
416-965-3242

Services for the Disabled Branch is responsible for policy and program development for services for **disabled** children and adults who have developmental handicaps or physical disabilities including head and spinal cord injuries and hearing or vision impairments, and include community based and institutional programs.

The branch also liaises with other areas of government and consumer associations in developing policy and programs.

FAMILY SERVICES AND INCOME MAINTENANCE DIVISION

FAMILY SERVICES AND INCOME MAINTENANCE DIVISION

COMSOC 29

Hepburn Block, 6th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1E9
416-965-1181

The Division headed by an Assistant Deputy Minister, consists of three branches, Income Maintenance, Child Care, Family Support, and provides policy development, program design, research and evaluation pertaining to their programs.

INCOME MAINTENANCE BRANCH

COMSOC 30

Hepburn Block, 3rd Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1E9
416-965-2316

Headed by a Director, the branch develops policy and programs for Family Benefits, General Welfare Assistance and the Work Incentive Program.

INCOME MAINTENANCE PROGRAMS

COMSOC 31

Hepburn Block, 3rd Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1E9
416-965-2316

The purpose of the Ontario Government's Income Maintenance Program is to ensure a responsive system of financial assistance enabling persons in need to obtain a basic level

of allowances and benefits and an opportunity for self-development and independence. Income Maintenance programs, which are described individually in the entries that follow, include Family Benefits, General Welfare Assistance, Handicapped Children's Program, Vocational Rehabilitation Maintenance Allowances and the Work Incentive Program.

INCOME MAINTENANCE PROGRAMS

COMSOC 32

FAMILY BENEFITS

Hepburn Block, 3rd Flr.

80 Grosvenor St.

Queen's Park, Toronto M7A 1E9

The Family Benefits Program provides **financial assistance** to persons who are in need for a prolonged period of time. It is intended for **sole support parents** raising children alone, **disabled persons**, **blind**, permanently **unemployable** persons, foster **children**, qualified elderly **women** over 60 and persons aged 65 or over. If need is demonstrated, a monthly **allowance** and other benefits (**health insurance**, prescribed **drugs**, **dental** care, eyeglasses, hearing aids) are provided. The allowance for the disabled and the blind is also known as **GAINS-D (Guaranteed Annual Income System, Disabled)**. To apply for family benefits contact the area and local offices listed under this Ministry's Regional Organization entry.

INCOME MAINTENANCE PROGRAMS

COMSOC 33

GENERAL WELFARE ASSISTANCE

Hepburn Block, 3rd Flr.

80 Grosvenor St.

Queen's Park, Toronto M7A 1E9

The General Welfare Assistance (GWA) Program provides short-term **financial assistance** to help pay for necessities when a person suffers loss of income. GWA is administered by municipalities and Indian Band Councils or by the Province in unorganized territories. GWA has four kinds of financial assistance based on need. General Assistance (**welfare**) provides for ordinary living expenses. Special Assistance provides for extraordinary living expenses, e.g., prescribed **drugs**, **dental** care, **prosthetics** (including eyeglasses, hearing aids) and for **burials**. Supplementary Aid is issued for extraordinary living expenses (as above) to recipients of Family Benefits, Old Age Security, Spouse's Allowance, GAINS-A (senior citizens), GAINS-D (blind and disabled). **Incentive Allowances** are paid to those under a work activity project. To apply for general welfare assistance, contact municipal welfare offices and Indian Band Councils. In unorganized territories contact the area and local offices listed under this Ministry's Regional Organization entry.

INCOME MAINTENANCE PROGRAMS

COMSOC 34

HANDICAPPED CHILDREN'S PROGRAM

700 Bay St.

Toronto M7A 1E9

The Handicapped Children's Program has a special allowance for eligible families caring for severely **disabled children** in their own homes. Services are delivered through the area and local offices listed under this Ministry's Regional Organization entry.

INCOME MAINTENANCE PROGRAMS
 VOCATIONAL REHABILITATION MAINTENANCE
 700 Bay St.
 Toronto M7A 1E9

COMSOC 35

The Vocational Rehabilitation Maintenance Allowances Program is designed to provide **financial assistance** as a monthly income to **disabled persons** who are enrolled in a training program and are receiving services from the **Vocational Rehabilitation Program**. Services are delivered through the area and local offices listed under this Ministry's Regional Organization entry.

INCOME MAINTENANCE PROGRAMS
 WORK INCENTIVE PROGRAM
 Hepburn Block, 3rd Flr.
 80 Grosvenor St.
 Queen's Park, Toronto M7A 1E9

COMSOC 36

The Work Incentive Program provides a cash allowance for **disabled** and permanently **unemployable** people and for sole-support **parents** for a period of 24 months and other regular fringe benefits for 27 months to eligible Family Benefits recipients who return to full-time employment. To apply for work incentives, Family Benefits recipients should contact their fieldworker at the appropriate area or local office listed under this Ministry's Regional Organization entry.

INCOME MAINTENANCE PROGRAMS
 SOCIAL ASSISTANCE REVIEW BOARD
 Macdonald Block, Room M1-56
 Queen's Park, Toronto M7A 1E9
 416-965-4787

COMSOC 37

The Social Assistance Review Board holds hearings of appeals throughout the province requested by individuals regarding decisions on General **Welfare Assistance**, **Vocational Rehabilitation Services**, **Family Benefits** (financial allowances for single mothers, the blind and disabled, permanently unemployable fathers, foster children, severely handicapped children), **Guaranteed Annual Income System GAINS-D** (income supplement for the blind and disabled), and co-payment (exemption from payment for chronic care services provided under the **Health Insurance Act**).

CHILD CARE BRANCH
 700 Bay St., 9th Flr.
 Toronto M7A 1E9
 416-965-3130

COMSOC 38

Headed by a Director, the branch is responsible for policy development and program design to facilitate the service delivery at the area office level.

Day Nurseries Program: The area offices supervise and issue **licences** to nursery schools, **day care** centres and private home day care agencies. They offer information and consultation to community groups on program development, staffing, legislation and special day care programs (e.g., for native peoples, handicapped, etc.). The Ministry provides **financial assistance** to **municipalities**, approved groups which are incorporated, and **Indian Band Councils** to establish day nurseries, and to municipalities to provide finan-

cial assistance to eligible individuals seeking day care. Services are delivered through the area offices listed under this Ministry's Regional Organization entry.

FAMILY SUPPORT BRANCH

COMSOC 39

700 Bay St., 2nd Flr.
Toronto M7A 1E9
416-965-1818

Headed by a Director, the Branch develops policy and programs for adults and families, such as Hostel Programs, Halfway Houses, Alcohol and Drug Recovery Homes, Counselling Services (including credit counselling), Family Violence Initiatives, Employment Initiatives and Work Activity Projects.

Municipal Hostel Program is provided by municipalities under the General Welfare Assistance Act. **Municipalities** may purchase or provide room and board on an emergency, domiciliary and transient basis for needs tested persons or families. For further information contact Municipal Social Service offices or the area and local offices listed under the Ministry's Regional Organization entry.

Halfway House Programs fall under the Charitable Institutions Act and provide residential and **counselling** services for alcoholics, ex-offenders and other socially disadvantaged persons. Services are administered through the area and local offices listed under the Ministry's Regional Organization entry.

Counselling Services may be provided or purchased by municipalities from family counselling agencies for persons in need as defined under the General Welfare Assistance Act. For such services contact Municipal Social Service offices. The Ministry also purchases counselling services from agencies and community organizations under the Ministry of Community and Social Services Act. These services are administered through the area and local offices listed under the Ministry's Regional Organization entry.

Credit Counselling Services: General and financial counselling related to **debt** repayment is provided under the Ministry of Community and Social Services Act by non-profit credit counselling agencies and administered by area and local offices listed under the Ministry's Regional Organization entry.

Family Violence Initiatives: Services provided for wives who are victims of **assault** and their **families** include Transition Houses, Family Resource Centres, Safe Homes, Crisis Telephone Lines, and Non-Residential Counselling Services. Transition Houses are part of the municipal hostels programs and some counselling services are also purchased through municipalities. Services are administered through area and local offices listed under the Ministry's Regional Organization entry as well as municipalities.

Employment Initiatives: The **Employment Opportunities Program (E.O.P.)**, a series of employment initiatives to assist long-term and potential long-term recipients of social assistance to become economically independent, include Municipal employment programs: **Employment Support Initiatives (E.S.I.)**, **Youth Employment Preparation (Y.E.P.)**, and **Municipal Job Developer (M.J.D.)**. Early Intervention programs include **Community Youth Supports (C.Y.S.)**, **Preparation for Independence (P.F.I.)**, and **FUTURES Residential Component** for age transitional youth 15-21 years. Work experience programs are **Social Service Employment Program (S.S.E.P.)** and Summer and Part time Student Employment **Experience program**. For further information on these programs, contact the Employment Liaison Officer through the Ministry's area offices.

Work Activity Projects are offered under the General Welfare Assistance Act. They provide life skills and employment preparation for long-term social assistance recipients. The program exists in a limited number of Municipal Social Service Departments. Local Municipal Social Services offices can indicate whether or not the program is available in their community.

FINANCE AND ADMINISTRATION DIVISION

FINANCE AND ADMINISTRATION DIVISION

COMSOC 40

Hepburn Block, 6th Flr.

80 Grosvenor St.

Queen's Park, Toronto M7A 1E9

416-965-9137

Corporate financial, human resource, audit, and administrative support to the senior management groups is provided by this Division which has 3 sections reporting directly to the Assistant Deputy Minister: Employment Equity; Federal/Provincial Cost Sharing and Financial Advisory Services; Training and Development Unit.

The Division also has five branches, each headed by a Director: Financial Planning and Corporate Analysis; Capital and Administrative Services; Accounts; Human Resources; Operational Evaluation and Audit.

EMPLOYMENT EQUITY

COMSOC 41

Hepburn Block, 7th Flr.

80 Grosvenor St.

Queen's Park, Toronto M7A 1E9

416-963-1976/7

The Employment Equity Manager develops and coordinates the **Affirmative Action Program** within this Ministry to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

FEDERAL/PROVINCIAL COST SHARING AND FINANCIAL ADVISORY SERVICES SECTION

COMSOC 42

700 Bay St., 12th Flr.

Toronto M7A 1E9

416-965-2291

This unit is a corporate support group for financial and administrative management. It develops and monitors financial and administrative policies and standards, coordinates manuals development and maintenance and develops and maintains the financial manpower management system. Its aim is to improve the financial skills of non-financial staff through training seminars and provides resource staff for project teams, emergencies and new developments. The section also advises officials of this Ministry, other ministries and heads of social service agencies, etc., on: Canada Assistance Plan, Vocational Rehabilitation of Disabled Persons, Established Programs Financing and Agreement Respecting Young Offenders. The section is available to conduct special investigations into the agency network.

TRAINING AND DEVELOPMENT UNIT

COMSOC 43

700 Bay St., 7th Flr.

Toronto M7A 1E9

416-965-6211

The section develops policy, process and strategy in training and development, coordinates implementation of training and development services and its trainers are available to work with managers and staff throughout the Province. The section has a corporate mandate, administers the Educational Leave and Assistance Policy, has information on **training** opportunities and resources, and produces short programs on request. It offers a consultative and advisory service to the Ministry, supports corporate initiatives where training and/or presentations are required, and is available to advise on the technical aspects of presentations. The section is responsible for the Annual Training and Development Report to the Civil Service Commission and the Ontario Women's Directorate.

FINANCIAL PLANNING AND CORPORATE ANALYSIS BRANCH

COMSOC 44

Hepburn Block, 4th Flr.

80 Grosvenor St.

Queen's Park, Toronto M7A 1E9

416-965-5104

Financial Planning and Corporate Analysis Branch analyses and evaluates ministry programs, coordinates estimates preparation, and multi-year financial planning.

CAPITAL AND ADMINISTRATIVE SERVICES BRANCH

COMSOC 45

Hepburn Block, 7th Flr.

80 Grosvenor St.

Queen's Park, Toronto M7A 1E9

416-965-5006

The branch offers technical expertise and consultative services to municipalities, Indian Band Councils and non-profit or charitable organizations that want to establish facilities for **rehabilitation**, residential, and community and social services under various Acts administered by the Ministry. Financial Section (965-9160) controls, processes and records **federal-provincial** transfer payments to municipalities, Indian Band Councils and charitable organizations for the establishment and renovation of facilities and maintains **statistics** on these facilities. The branch is responsible for the Ministry's fire safety program.

The **Ministry reading room**, operated by the Ministry library (965-2300) provides public access to all Ministry publications, statutes and regulations, and most of its manuals and internal procedures.

The branch also supplies the Ministry with administrative services, including purchasing of goods and services, supply management, printing and duplicating, mail and transportation and assets management. In liaison with the Ministry of Government Services, it coordinates common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies.

ACCOUNTS BRANCH

COMSOC 46

Hepburn Block, 5th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1E9
416-965-2371

Accounts Branch performs general accounting functions including payroll and expense account services, accounts payable and financial liaison with Management Board of Cabinet, the Provincial Auditor and other government ministries and agencies.

HUMAN RESOURCES BRANCH

COMSOC 47

Hepburn Block, 5th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1E9
416-965-7991

Human Resources Branch works mainly in an advisory capacity with line managers in the regional offices whose prime task is personnel matters within their regions. The branch is responsible for the establishment of ministry personnel policies and procedures, employee classification and compensation levels staff recruitment, manpower planning, training and development, management development, performance appraisal, employee counselling, investigation of employee grievances and all matters affecting working conditions and performance. Human Resources Branch coordinates the Ministry's **youth employment** program and provides liaison between the Ministry and the Human Resources Secretariat, Management Board of Cabinet and the Ontario Public Service Employees Union (OPSEU). The branch is assisted by the Capital and Administrative Services Branch which maintains a Records Registry of personnel, payroll and employee benefits records.

OPERATIONAL EVALUATION AND AUDIT BRANCH

COMSOC 48

700 Bay St., 10th Flr.
Toronto M5G 1Z6
416-965-5214

Operational Evaluation and Audit Branch examines both transfer payment and directly operated ministry funded programs and services, to ensure that financial and management control mechanisms are adequate and that ministry and government directions are followed.

The branch determines if funds and public property are being adequately safeguarded and provides management with relevant information. It ascertains whether legislative, central agency, and ministry directions are followed with due regard for economy and efficiency of operations, and examines the appropriateness of evaluation procedures.

INFORMATION SYSTEMS AND APPLIED TECHNOLOGY DIVISION

INFORMATION SYSTEMS AND APPLIED TECHNOLOGY DIVISION

COMSOC 49

Hepburn Block, 3rd Flr.

80 Grosvenor St.

Queen's Park, Toronto M7A 1E9

416-965-1083

The Division reports to an Assistant Deputy Minister and consists of three branches - Strategic Systems Development, Technology Support Branch and Applied Program Technology, each headed by a Director. It is responsible for putting a modern, integrated and workable technology environment in place across the Ministry, by developing Ministry-wide systems and data bases, implementing office automation, computing power and networks appropriate to the Ministry's structure. The Division also explores the development and application of technology to Ministry clients and new technological approaches to aid with program design, planning and program delivery.

STRATEGIC SYSTEMS DEVELOPMENT BRANCH

COMSOC 50

Hepburn Block, 3rd Flr.

80 Grosvenor St.

Queen's Park, Toronto M7A 1E9

416-965-3613

The Branch is responsible for creating an integrated information systems environment across the Ministry, the development of all new Ministry systems and data bases, technical planning, support and information resource management, including records management and for developing an automation strategy for our transfer payment agencies.

TECHNOLOGY SUPPORT BRANCH

COMSOC 51

Hepburn Block, 3rd Flr.

80 Grosvenor St.

Queen's Park, Toronto M7A 1E9

416-965-3613

The implementation of corporate systems, end-user computing, systems maintenance, client services and support, network operations, introduction of office automation hardware and software, user training, centralized production support, and the Comprehensive Income Maintenance System project fall under this Branch.

APPLIED PROGRAM TECHNOLOGY BRANCH

COMSOC 52

Hepburn Block, 3rd Flr.

80 Grosvenor St.

Queen's Park, Toronto M7A 1E9

416-965-3613

Identifying and adopting emerging technology to aid our clients and improve our program design and delivery methods, is the responsibility of this branch.

ACTS

ACTS

COMSOC 53

The following is a list of Acts administered by the Ministry of Community and Social Services. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or information/communications branch.

Charitable Institutions Act
 R.S.O. 1980, Chapter 64
 Child and Family Services Act, 1984
 S.O. 1984, Chapter 55
 Child Welfare Municipal Payments Continuance Act, 1976
 S.O. 1976, Chapter 58 (not part of 1980 consolidation)
 Child Welfare Validation of Adoption Orders Act, 1980
 S.O. 1980, Chapter 58 (not part of 1980 consolidation)
 Day Nurseries Act
 R.S.O. 1980, Chapter 111
 Developmental Services Act
 R.S.O. 1980, Chapter 118
 District Welfare Administration Boards Act
 R.S.O. 1980, Chapter 122
 Elderly Persons Centres Act
 R.S.O. 1980, Chapter 131
 Family Benefits Act
 R.S.O. 1980, Chapter 151
 General Welfare Assistance Act
 R.S.O. 1980, Chapter 188
 Homemakers and Nurses Services Act
 R.S.O. 1980, Chapter 200
 Homes for Retarded Persons Act
 R.S.O. 1980, Chapter 201
 Homes for the Aged and Rest Homes Act
 R.S.O. 1980, Chapter 203
 Indian Welfare Services Act
 R.S.O. 1980, Chapter 214
 Jewish Family and Child Service of Metropolitan Toronto Act
 S.O. 1980, Chapter 105
 Ministry of Community and Social Services Act
 R.S.O. 1980, Chapter 273
 Soldiers' Aid Commission Act
 R.S.O. 1960, Chapter 377 (not part of 1980 consolidation)
 Soldiers' Aid Commission Amendment Act, 1970
 S.O. 1970, Chapter 83 (not part of 1980 consolidation)
 Vocational Rehabilitation Services Act
 R.S.O. 1980, Chapter 525
 Young Offenders Implementation Act, 1984
 S.O. 1984, Chapter 19

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

555 Yonge St.
Toronto M7A 2H6

The Ministry of Consumer and Commercial Relations was established on November 24, 1966, and originally called the Department of Financial and Commercial Affairs. It consisted of three divisions, Consumer Protection, Superintendent of Insurance, and the Ontario Securities Commission and was responsible for 13 acts previously assigned to the Attorney General and Ministry of Justice. In 1972, the Department underwent extensive reorganization and acquired its present name. Today, it consists of five divisions, as well as numerous boards, commissions and branches, and is responsible for 54 different acts.

The Ministry's programs, which affect business and the consumer, include: licensing, registration and inspection of business establishments to promote a high level of ethical business conduct; licensing and inspection of technical and operational situations to ensure safety; registration of documents related to all aspects of real and personal property ownership; ensuring a reasonable standard of decency in films shown in Ontario and controlling the use and availability of beverage alcohol.

DEPUTY MINISTER'S OFFICE

LEGAL SERVICES

CCR 1

555 Yonge St., 9th Flr.
Toronto M7A 2H6
416-963-0338

Legal Services counsels the Ministry on the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It also performs general legal services, such as rendering opinions, settling claims, and attending court hearings, administrative tribunals, etc.. Legal services are supplied by the Ministry of the Attorney General.

POLICY AND PLANNING BRANCH

CCR 2

555 Yonge St., 9th Flr.
Toronto M7A 2H6
416-963-0309

The Policy and Planning Branch provides an advisory support function to the Minister, Deputy Minister, the Ministry Policy Committee and senior management in the areas of policy development, strategic directions, research, policy analysis and French language services. The Branch administers the Ministry food price monitoring program and publishes the quarterly report.

FRENCH LANGUAGE SERVICES

CCR 3

555 Yonge St., 9th Flr.
Toronto M7A 2H6
416-963-0346

The French Language Services Coordinator coordinates and monitors the implementation of the government's policy on French language services (provision of such services to the French-speaking public of this province) within this Ministry.

SERVICES EN FRANCAIS

Le coordonnateur des services en français de ce Ministère est responsable de la mise en oeuvre et du contrôle de la politique du gouvernement en matière de services en langue française (services aux francophones de cette province).

SUPPORT SERVICES DIVISION

SUPPORT SERVICES DIVISION

10 Wellesley St. E., 6th Flr.

Toronto M7A 2J8

416-963-2559

CCR 4

The division coordinates the functions of its five branches to provide support services to the Ministries of Consumer and Commercial Relations (MCCR) and Financial Institutions (MFI). It also administers implementation of, and compliance with, the **Freedom of Information** and Privacy Act within the two Ministries, and functions as a liaison between the Ministry of Consumer and Commercial Relations and its agencies.

COMMUNICATIONS SERVICES BRANCH

555 Yonge St.

Toronto M7A 2H6

In Toronto, call:

News and Information Section, 963-0339

Consumer Information Centre, 963-1111

TTY(Visual Ear), 963-0808

Outside Toronto, dial 1-800-268-1142

Area Code 807, call collect 416-963-1111

CCR 5

The branch establishes communications policy for the Ministry, advises other branches on related problems and provides communications support to the Minister and the Deputy Minister. It is comprised of the News and Information Section and the Consumer Information Centre.

The News and Information Section informs the public, client groups and the media about the Ministry's activities and develops all communications programs for the Ministry and produces and distributes publications, audio-visual materials, and news releases.

The **Consumer Information Centre** offers a bilingual information service to the general public. **Deaf** or hearing handicapped and speech handicapped persons using the Visual Ear or teletype (TTY) network service can also contact the Centre. Its **library** (963-0200) provides **consumer** and **business** resource materials, previewing of materials by mail for consumer educators, and consumer education services for professionals working in the field. The attached Ministry **reading room** allows public access to Ministry publications, statutes, manuals and internal procedures.

FINANCE AND ADMINISTRATIVE SERVICES BRANCH

CCR 6

FINANCE SECTION

10 Wellesley St. E., 4th Flr.

Toronto M7A 2J3

416-963-0261

The Finance Section provides all programs of the Ministry of Consumer and Commercial

Relations and Ministry of Financial Institutions with planning, management and accounting services such as payroll reconciliation, accounts payable, financial reporting, estimates submission, budget variance analysis and M.B.R. (Management by Results) reporting. It processes all revenue received by the Ministries and develops policies and procedures for financial forecasting, control and management performance reporting systems. The section also serves as a liaison with central agencies such as Management Board of Cabinet, Ministry of Treasury and Economics and the Ministry of Government Services' Computer and Telecommunication Services Division.

FINANCE AND ADMINISTRATIVE SERVICES BRANCH

CCR 7

ADMINISTRATIVE SERVICES SECTION

10 Wellesley St. E., 6th Flr.

Toronto M7A 2H8

416-963-0396

The Administrative Services Section coordinates purchasing, printing, duplicating, mail services, transportation, records and forms management, assets management, employees IDs, and maintenance of policy and procedures manuals (e.g., Manual of Administration) for the Ministry of Consumer and Commercial Relations and the Ministry of Financial Institutions. It liaises with the Ministry of Government Services on acquisition and design of office accommodation, parking, telephones and purchasing of commonly used supplies. The section also handles occupational health and safety issues in the Ministry.

INTERNAL AUDIT BRANCH

CCR 8

101 Bloor St. W., 3rd Flr.

Toronto M7A 2H8

416-963-0435

The Internal Audit Branch assists all levels of management in the Ministry of Consumer and Commercial Relations and the Ministry of Financial Institutions in achieving program objectives by: providing assurance that control processes are satisfactory; furnishing timely recommendations for improving the economy and efficiency of operational and E.D.P. (electronic data processing) activities and assessing the adequacy of established criteria to measure program effectiveness. It safeguards the physical, human and information assets of the Ministry by evaluating the adequacy of financial, operational and management controls. The branch also ascertains the extent of compliance with established Ministry and Government policies and guidelines.

PERSONNEL SERVICES BRANCH

CCR 9

10 Wellesley St. E., 7th Flr.

Toronto M4Y 1G2

416-963-0281

Personnel Services Branch works mainly in an advisory capacity with line managers whose primary task is personnel matters within their units. The branch has responsibility to the Ministry of Consumer and Commercial Relations and the Ministry of Financial Institutions for personnel policies and procedures; staff training and development; coordination of management development manpower planning; research into personnel-related issues and programs; coordination of the Affirmative Action Program (described separately); establishment of employee classification and compensation levels; staff recruitment; employee counselling; investigation of employee grievances and all matters

affecting working conditions and performance. It maintains the personnel, payroll, attendance and employee benefit records for the Ministries of Consumer and Commercial Relations and Financial Institutions and also serves as a liaison between them and the Human Resources Secretariat, Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU).

AFFIRMATIVE ACTION PROGRAM

CCR 10

10 Wellesley St. E., 7th Flr.
Toronto M7A 2J6
416-963-0541

The Manager, **Affirmative Action Program**, plans, develops and coordinates the program to improve the status of Ontario government female employees, with the ultimate aim of ensuring equal opportunity for women.

SYSTEMS SERVICES BRANCH

CCR 11

10 Wellesley St. E., 2nd Flr.
Toronto M7A 2H6
416-963-0533

The Systems Services Branch provides support and professional advice to Ministry management on all facets of information systems technology, including strategic and tactical planning, design of Ministry architectures for equipment and software, feasibility analysis and systems design, implementation and maintenance. It is responsible for end-user computing, microcomputer support and training, business, graphics, decision support systems and hands-on-training for users. The branch liaises with central agencies such as Management Board of Cabinet and the Ministry of Government Services' Computer and Telecommunication Services Division, as well as external bodies and private sector suppliers. For government systems development policy, see Management Board of Cabinet Secretariat, Information Technology Division.

BUSINESS PRACTICES DIVISION

CCR 12

BAILIFFS, COLLECTION AGENCIES,
CONDOMINIUMS,
CONSUMER REPORTING, DEBT COLLECTORS,
DISCRIMINATORY BUSINESS PRACTICES,
MORTGAGE BROKERS,
PAPERBACK AND PERIODICAL DISTRIBUTORS
555 Yonge St., 5th Flr.
Toronto M7A 2H6
416-963-0366

This office administers the **Bailiffs, Collection Agencies, Condominiums, Consumer Reporting, Debt Collectors, Discriminatory Business Practices, Mortgage Brokers, and Paperback and Periodical Distributors Acts**. The Registrar ensures the protection of Ontario consumers through control and supervision of **bailiffs, collection agencies, consumer reporting agencies (credit and personal information investigation), mortgage brokers and distributors of paperback books and periodicals**. While this office arranges appointments under the **Bailiffs Act, and Paperback and Periodical Distributors Act**, it is the Ministry's Central Registration Section which accepts the applications of businesses under the other Acts (Central File: 963-0444). Consumer complaints relating to all these

Acts are handled by the Consumer Services Bureau (see list under this Ministry's Consumer Advisory Services Branch entry).

CONSUMER ADVISORY SERVICES BRANCH

CCR 13

555 Yonge St., 8th Flr.

Toronto M7A 2H6

416-963-0331

Consumer Services Bureau 416-963-0321

The Consumer Advisory Services Branch provides advice and mediation of consumer complaints under eleven Acts dealing with **consumer** protection laws. It has officers who can speak to consumer and business groups on consumer protection matters.

The **Central Registration Section** (963-0444) maintains a central file of registered **businesses** or persons under the following Acts: **Consumer Protection (registration and bonding of itinerant sellers)**, **Consumer Reporting (credit reporting and personal investigation agencies)**, **Collection Agencies**, **Motor Vehicle Dealers**, **Real Estate and Business Brokers**, **Mortgage Brokers**, **Travel Industry**.

The section also answers inquiries as to whether a business is registered under these Acts. For central file of registrants, new applications, renewals and revisions, call 963-0444.

The branch operates **Consumer Services Bureaux** across Ontario to answer consumer inquiries and attempt to mediate **complaints** arising from the purchase of goods or services (e.g., consumer rights regarding **contracts**), borrowing money, and deceptive or unfair business practices. Eight bureaux handle complaints under these Acts: **Bailiffs** (private bailiffs); **Business Practices** (which specifies some practices considered to be deceptive, unfair or unconscionable, and provides the consumer with redress procedure); **Collection Agencies**; **Consumer Protection** (e.g., finance charges on credit purchases and **loans**); **Consumer Reporting** (credit reporting and personal investigation agencies); **Discriminatory Business Practices Act** (e.g., **discrimination** in the business community on the basis of race, creed, colour, nationality, ancestry, place of origin, sex or geographical location by persons who engage in business); **Mortgage Brokers**; **Motor Vehicle Dealers**, (e.g., relating to the purchase of **Motor Vehicles**), **Paperback and Periodical Distributors** (wholesalers of paperback books and **periodicals**); **Real Estate and Business Brokers**; **Travel Industry** (travel agents and wholesalers). The bureaux across the Province are as follows:

119 King St. W., 5th Flr.

P. O. Box 2112

Hamilton L8N 3Z9

416-521-7554

80 Dundas St.

Box 5600, Terminal 'A'

London N6A 2P3

519-679-7150

10 Rideau St., 2nd Flr

Ottawa K1N 8X5

613-566-3878

139 George St. N.

Peterborough K9J 3G6

705-743-8728

199 Larch St., 5th Flr.

Sudbury P3E 5P9

705-675-4378

435 James St. S.

P. O. Box 5000

Thunder Bay P7C 5G6

807-475-1641

555 Yonge St., 8th Flr.
Toronto M7A 2H6
 416-963-0321

250 Windsor Ave., 6th Flr.
Windsor N9A 6V9
 519-254-6413

INVESTIGATION AND ENFORCEMENT BRANCH

CCR 14

555 Yonge St., 5th Flr.
Toronto M7A 2H6
 416-963-0302

The Investigation and Enforcement Branch assists in the administration of various registration acts: (**Consumer Protection Act, Consumer Reporting Act, Collection Agencies Act, Motor Vehicle Dealers Act, Real Estate and Business Brokers Act, Mortgage Brokers Act, Travel Industry Act, Paperback and Periodical Distributors Act**) by conducting inspections and investigations. It also investigates under the **Business Practices Act**, a non-registration statute. Complaints from the public are normally answered by the Consumer Services Bureaux (listed under this Ministry's Consumer Advisory Services Branch entry).

MOTOR VEHICLE DEALERS ACT

CCR 15

555 Yonge St., 5th Flr.
Toronto M7A 2H6
 416-963-0411

The Registrar's office administers the Motor Vehicle Dealers Act for the control and supervision of dealers and salespersons of new and used **motor vehicles**. The Ministry's Central Registration Section performs the **registration** function for dealers and salespersons and maintains a central file. (For registrants, new applications, renewals and revisions, call 963-0444.) Complaints concerning the purchase and sale of motor vehicles are handled by the Consumer Services Bureaux (listed under this Ministry's Consumer Advisory Services Branch entry).

PETROLEUM FRANCHISING GUIDELINES

CCR 16

555 Yonge St., 5th Flr.
Toronto M7A 2H6
 416-963-0356

Petroleum Franchising Guidelines are administered by the Executive Director's Office, Business Practices Division. The guidelines serve as a voluntary agreement between the Ministry and the major **oil** companies concerning leasing arrangements of **gasoline** service stations. Guidelines relate to station operators only, not consumers.

REAL ESTATE AND BUSINESS BROKERS

CCR 17

555 Yonge St., 5th Flr.
Toronto M7A 2H6
 416-963-0406

The **Real Estate and Business Brokers Act** ensures protection of Ontario consumers through **registration** of **real estate** and business **brokers** and salespersons. The Registrar is the Law Administrator for this Act, and performs the registration function. Registration records are maintained by the Ministry's Central Registration Section (registrants, new applications, renewals and revisions, call 963-0444). Before foreign land can be sold in Ontario, sellers must provide prospective buyers with an accurate description of the **real property** and terms of sale. The description is checked for accuracy by inspectors. Com-

plaints regarding real estate and business brokers are handled by the Consumer Services Bureaux (listed under this Ministry's Consumer Advisory Services Branch entry).

The **Condominium Act** governs condominium ownership and is particularly responsive to consumer needs. It is a self-administering Act and problems that cannot be resolved through persuasion must be resolved by the courts. The administrator of the Condominium Act may answer queries regarding the Act but may not act as a lawyer, judge or prosecutor. Inquiries should be directed to 963-0302.

TRAVEL INDUSTRY ACT

CCR 18

555 Yonge St., 5th Flr.

Toronto M7A 2H6

416-963-0418

To protect the financial interests of Ontario travellers, and ensure ethical conduct and good **travel** service, the Travel Industry Act requires the **registration** of travel agents and wholesalers. The Ministry's Central Registration Section performs the registration function and maintains a central file (registrants, new applications, renewals and revisions, call 963-0444). Consumer complaints are handled by the Consumer Services Bureaux (see list under this Ministry's Consumer Advisory Services Branch entry).

CEMETERIES BRANCH

CCR 19

101 Bloor St. W., 6th Flr.

Toronto M5S 2Z5

416-963-0511

Under the Executive Director, the Cemeteries Branch administers the **Cemeteries Act** which regulates operation of all **cemeteries, crematoria, mausolea, columbaria** and burial grounds. The branch also answers inquiries and investigates **consumer complaints** about cemeteries and **burials**, and advises cemetery owners. No special legislation exists for monument dealers. Contact Queen's Park or regional offices listed below.

119 King St. W.

Hamilton L8N 3Z9

416-521-7557

(Brant, Haldimand-Norfolk,
Hamilton-Wentworth, Niagara,
Oxford, York, Metropolitan
Toronto)

275 Ontario St., Ste. 100

Kingston K7K 2X5

613-545-4465

(Frontenac, Haliburton,
Hastings, Lennox and Addington,
Northumberland, Peterborough,
Prince Edward, Victoria, Parry
Sound, Durham, Muskoka)

80 Dundas St.

P. O. Box 5600

Postal Terminal 'A'

London N6A 2P3

519-679-7150

(Elgin, Essex, Huron, Kent,
Lambton, Middlesex, Perth,
Thunder Bay, Cochrane,
Kenora, Rainy River, Algoma,
Timiskaming)

10 Rideau St., 2nd. Flr.
Ottawa K1N 9J1
613-566-3878
(Lanark, Leeds and Grenville,
Nipissing, Ottawa-Carleton,
Prescott and Russell, Renfrew,
Stormont, Dundas and Glengarry,
Sudbury District, Regional
Municipality of Sudbury,
Manitoulin)

101 Bloor St. W., 6th Flr.
Toronto M5S 2Z5
416-963-0511
(Bruce, Dufferin, Grey, Halton,
Peel, Waterloo, Wellington,
Simcoe)

TECHNICAL STANDARDS DIVISION

TECHNICAL STANDARDS DIVISION

CCR 20

3300 Bloor St. W., 4th Flr.
Etobicoke M8X 2X4
416-239-2714

The Technical Standards Division is responsible for setting design **standards** for equipment and machinery which may affect public **safety**, and for carrying out inspections to ensure that safety standards are met. Programs of this division are described below. The Technical Standards **library** (239-2714) operates a **Ministry reading room** which provides access to some of the Ministry's publications, statutes, regulations, manuals and internal procedures.

ELEVATING DEVICES BRANCH

CCR 21

Shipp Centre - West Tower
3300 Bloor St. W., 3rd Flr.
Etobicoke M8X 2X4
416-239-7361

The Elevating Devices Branch administers the **Elevating Devices Act** (which includes elevators, escalators, dumbwaiters, moving walks, platform lifts, ski lifts, lifts for the disabled and construction hoists) and the **Amusement Devices Act** (which includes go-karts, amusement rides and water slides). Elevating and amusement devices must be **licensed** (licensing for amusement rides and water slides will not be in effect until 1987). Both Acts provide that the operation of non-conforming or unsafe devices be suspended. Inspection is a requirement in both Acts and all devices are inspected before initial licensing to ensure compliance with adopted **safety** standards. In the case of elevating devices, **contractors** installing, maintaining and repairing these devices must be **registered** with the Branch and their actions are monitored. For amusement devices, controllers (persons in charge of operations) must be licenced and are subsequently monitored.

The branch initiates and issues safety rulings, maintains a data bank of technical and statistical information, and participates in the development of safety codes through the **Canadian Standards Association** and international standards-making organizations. Field inspection operations are managed from the main Toronto office. Inspectors are located at head office and various district field offices throughout the province, as listed below. The engineering and field management staff combine expertise to investigate **accidents**, incidents and **consumer complaints** and undertake complex technical investigations to resolve problems.

Etobicoke (Head Office)

416-239-7361

Hamilton

416-521-7558

Kingston

613-389-7443

Kitchener

519-749-1613

London

519-679-7150

Ottawa

613-566-3806

Sudbury

705-675-4381

Thunder Bay

807-475-1641

Windsor

519-254-3739

FUELS SAFETY BRANCH

CCR 22

3300 Bloor St. W., 4th Flr.

Etobicoke M8X 2X4

416-239-2948

The Fuels Safety Branch, which administers the **Ontario Energy Act** and the **Gasoline Handling Act**, strives to prevent loss of life, bodily injury and property damage by controlling potential safety hazards in the transportation, transmission, distribution, storage and utilization of **fuels** such as **natural gas, oil, propane, and gasoline**. The branch issues **licences** to gasoline service stations, propane facilities and companies which distribute natural gas and oil; **registers contracting** companies which do work covered under the Energy Act or the Gasoline Handling Act; issues **certificates** to natural gas and propane fitters and handlers and oil-burner mechanics and audits all of these operations on a spot-check basis.

Etobicoke

416-239-2948

Hamilton

416-521-7559

Kingston

613-389-2830

London

519-679-7150

Thunder Bay

807-475-1641

PRESSURE VESSELS SAFETY BRANCH

CCR 23

3300 Bloor St. W., 3rd Flr.

Etobicoke M8X 2X4

416-239-7796

The branch strives to minimize the loss of life and property arising from the operation of **boilers** and pressure vessels. Under the **Boilers and Pressure Vessels Act** and the **Operating Engineers Act**, the branch ensures **safety** by reviewing boiler and pressure vessel designs and **welding** procedures, and performing inspections during fabrication and installation, and periodically thereafter if the vessel is uninsured. It inspects major repairs to all boilers and pressure vessels; qualifies and issues **licences to welders**; **registers** and classifies **steam, refrigeration and compression** plants; issues licences to their operators and **operating engineers** and investigates related **accidents**. For the purpose of administering the inspection and welder testing segments of the program, the province is divided into four regions. Each region is controlled by a regional manager, with a staff of field inspectors.

119 King St. W., 5th Flr.
Hamilton L8N 3Z9
 416-521-7560
 (Southwest Ontario)

3300 Bloor St. W.
Etobicoke M8X 2X4
 416-239-7796
 (East Toronto, West Toronto,
 East and North Ontario)

30 Duke St. W., 4th Flr.
Kitchener N2H 3W5
 519-749-1816
 (West Ontario)

**UPHOLSTERED AND STUFFED ARTICLES
 BRANCH**

CCR 24

3300 Bloor St. W., 3rd Flr.
Etobicoke M8X 2X4
 416-239-4853

The branch administers the **Upholstered and Stuffed Articles Act** and ensures **safety** by **registering** renovators and manufacturers and inspecting premises of registrants and retailers of **upholstered and stuffed articles**. It also investigates **consumer complaints** about stuffed furniture, mattresses, pillows, clothing materials, toys, etc., and tests filling materials for compliance with the regulations. Field offices listed below carry out the same inspection and complaint investigation functions as the head office, and pick up samples of filling materials for submission to head office for testing. There are two branch field offices:

80 Dundas St., Main Flr.
 P. O. Box 5600, Terminal 'A'
London N6A 2P3
 519-679-7150
 (Western)

Mr. C.C. Buxton
 R. R. 3
Picton K0K 2T0
 613-476-6245
 (Eastern)

PUBLIC ENTERTAINMENT STANDARDS PROGRAM

ATHLETICS COMMISSIONER

CCR 25

555 Yonge St., 3rd Flr.
Toronto M7A 2H6
 416-963-0844

The Athletics Commissioner administers the **Athletics Control Act** and is responsible for the proper conduct of all professional combative **sports** in Ontario. The Commissioner maintains liaison with **community centres** and **arenas**, and issues **licences** to professional **boxers**, **kickboxers** and **wrestlers** and all officials involved in these sports.

LOTTERIES BRANCH

CCR 26

10 Wellesley St. E., 6th Flr.
Toronto M7A 2H8
 416-963-0272

The Lotteries Branch supervises, controls and issues **licences** to all **lottery**, bingo, raffle, and **games of chance** operators in Ontario covered under the **Criminal Code of Canada**. Copies of the regulations are available from the branch on request. The branch does not

have jurisdiction over the activities of the Ontario Lottery Corporation (see entry under Ministry of Tourism and Recreation).

ONTARIO RACING COMMISSION

CCR 27

10 Wellesley St. E., 3rd Flr.
Toronto M7A 2K1
416-963-0520

The **Ontario Racing Commission (ORC)** administers the Racing Commission Act, which involves supervision and control of **horse racing** in Ontario. The ORC **licences** all race-track operators and racing participants. Licences may be obtained by contacting the ORC office at any operating Ontario racetrack. The commission holds **public hearings** on appeals to review rulings issued by Commission Judges and Stewards officiating at the races. It also administers the **Race Tracks Tax Sharing Arrangement**, a program that returns approximately 20 million dollars to the racing industry in the form of purse supplements; breeding incentive programs (the **Ontario Sires Stakes**); **quine research grants**; and the **Race Track Assistance Program**. The ORC can provide the dates on which tracks are operating, offer information on licensing requirements and deal with any inquiries on horse racing.

THEATRES BRANCH

CCR 28

1075 Millwood Rd.
Toronto M4G 1X6
416-421-2462

The Theatres Branch which administers the amended Theatres Act, is responsible for the **safety** of film theatre-goers in Ontario; the approval for public exhibition and distribution of all 35mm, 16mm, and 8mm film and **videotape**; and the approval of all printed **advertising** related to the public exhibition of film.

To achieve these ends, the branch issues **licences** to standard **theatres** in the province and monitors them through regular inspection; tests and licences **projectionists**; licences **film** distributors, film **exchanges**, **video retailers** and distributors, and projection equipment (including videotape machines) that are operated for public exhibition.

The branch also administers the **Ontario Film Review Board**. Present criteria for approval and classification of films and videos are based on guidelines proscribed in law by way of regulation (**Amended Theatres Act**, 1984).

Information packages, including branch history and Ontario Film Review Board procedures and guidelines, are available from this Ministry's Consumer Information Centre, 555 Yonge St., Main Floor, Toronto (963-1111). The monthly screening report on films and the monthly report on eliminations requested in films and videos are on file at the Consumer Information Centre.

REGISTRATION DIVISION

REGISTRATION DIVISION

CCR 29

543 Yonge St., 3rd Flr.
Toronto M7A 2J8
416-963-0430

This Division provides for the registration of interests in real property and personal property and is responsible for the operation of all Land Registry Offices in the province. It

administers the Marriage Act and the collection and custody of records under the Vital Statistics Act. Through its Companies Branch, it provides for the incorporation, dissolution and revival of companies, and registration of partnerships and proprietorships.

COMPANIES BRANCH
EXAMINATION AND NOTICE SECTION

CCR 30

555 Yonge St.
Toronto M7A 2H6

The Examination and Notice Section, Corporation Notices (963-0543) examines bylaws, notices of change and special resolution of **corporations**, and provides information on corporation reporting and filing requirements. The section cancels charters (letters patent, certificates of **incorporation**) and extra-provincial **licences**. It also deals with default notices regarding notices of change and revival of corporations.

The Examination and Notice Section, Names and Articles Control (963-0547) deals with the clearance and reservation of corporate **names** for proposed new **non-profit corporations** and corporations applying for an extra-provincial licence. It also processes proposed changes of names by existing non-profit corporations and foreign corporations seeking extra-provincial licences.

The Examination and Notice Section, Examiners (963-0380) examines and processes articles of incorporation, articles of amendment, etc., of business corporations, applications for incorporation of non-profit corporations (e.g., **churches**, community groups, etc.) and issues letters patent (charters) with respect to them. The section processes applications from foreign corporations for extra-provincial licences.

COMPANIES BRANCH
RECORDS SECTION

CCR 31

555 Yonge St.
Toronto M7A 2H6
416-963-0389 (search by letter, certificates of status)
416-963-0552 (search in person)
416-963-0510 (business and partnership registration)

The Records Section deals with searches of **corporations**, certificates of corporation status (963-0389) and **registration** of corporation **securities** such as corporate **mortgages**, **bonds**, **debentures** (963-0390). It can provide copies of documents (e.g., articles of **incorporation**, annual returns and notices) of corporations in Ontario. It also handles **business** registration of general **partnerships**, limited partnerships and sole **proprietorships** (963-0510) and registers corporations that carry on business in Ontario under **name** or style other than the corporate name. The section registers dissolution or withdrawal of these businesses and conducts public searches of documents relating to all the above business enterprises. It can provide copies of registrations and issue certificates of registration or non-registration for a name.

PERSONAL PROPERTY REGISTRATION BRANCH

CCR 32

Main Administration Offices
543 Yonge St., 4th Flr.
Toronto M7A 2J5
416-963-0451

The branch manages the **Personal Property Security Registration System (PPSR)** and

administers the **Personal Property Security Act (PPSA)** and the **Bills of Sale Act**. The PPSR System provides a **registration** function whereby a seller of personal property (e.g., a **motor vehicle** or a lender of money, can secure the purchase price, or the **loan** (as detailed in a **security agreement**), by registering a **financing statement**. Financing statements are available free of charge at any one of the 49 branch offices of the system, see CCR, Real Property Registration Branch. The document creating the security interest is a security agreement, which can be a **chattel mortgage**, **conditional sale contract**, or an **assignment of book debts**. The PPSR System provides an inquiry service so that people can determine, when buying **personal property** or accepting it for security as collateral for a loan, whether there is a security interest (**lien**) on the property, i.e., whether the owner has previously pledged the property as security. A registration can be submitted by mail to the Central Registration Branch or in person to any one of the PPSR branch offices listed under this Ministry's Real Property Registration Branch entry.

The branch also **publishes** several guides (Registration Guide, Debtor Name Enquiry Guide, Motor Vehicle Enquiry Guide, Deposit Account Guide) for the general public. Mailing addresses for the branch are as follows:

Mailed-in Registrations:

Central Registration Branch
Box 21100, Postal Station 'A'
Toronto M5W 1W6

Mailed-in Inquiries:

Personal Property Registration Branch
Box 4120, Postal Station 'A'
Toronto M5W 1T2

PROPERTY LAW SECTION

CCR 33

543 Yonge St.
Toronto M7A 2J8
416-963-0423

The Property Law Section provides legal support to the Personal Property Registration Branch, the Real Property Registration Branch and the Office of the Registrar General. Through the Legal Audit Section, it reviews land registry office procedures and practices. It responds to enquiries concerning the interpretation of the **Bills of Sale Act**, the **Boundaries Act**, the **Certification of Titles Act**, the **Change of Name Act**, the **Condominium Act**, the **Land Registration Reform Act**, 1984, the **Land Titles Act**, the **Marriage Act**, the **Personal Property Security Act**, the **Registry Act** and the **Vital Statistics Act**.

REAL PROPERTY REGISTRATION BRANCH

CCR 34

543 Yonge St., 2nd Flr.
Toronto M7A 2J8
416-963-0462

The Real Property Registration Branch is responsible for the management and operation of the 65 **Land Registry Offices** throughout Ontario. The offices register, store and preserve documents, **deeds**, **mortgages** and plans of survey **registration** relating to the ownership and encumbrance of real property under both the Land Titles system and the Regis-

try system. All registered and deposited records are available to the public (for a fee) to search **title** or obtain information relating to the ownership of **real property**.

The branch monitors the quality of plans of survey through its **Surveys, Mapping and Title Examination Office** by both direct pre-registration examination and post-registration audit and review. The office examines applications for first registration, **condominium** plans, **Boundaries Act** plans and applications under the Certification of Titles Act.

The branch is responsible for the implementation of system improvements referred to as **POLARIS** (Province of Ontario Land Registration and Information System). Long term improvements include the automation of the land records index and property title information and the production of computer-generated property **maps**.

Forty-eight of the 65 Land Registry Offices provide registration and enquiry services related to the **Personal Property Security Registration (PPSR)** system. **Liens** against personal property (boats, cars) may be registered or prospective buyers may determine whether personal property is free of encumbrances. Ten of the Land Registry Offices provide local incorporation services under the Business Corporations Act. The following is a list of the 65 Land Registry Offices indicating the services provided: Registry (REG), **Land Titles (LT)**, **Personal Property Security Registration (PPSR)**, and Company incorporation (CO).

REGISTRY OFFICES:

REG
P. O. Box 668
63 Kenyon St. W.
Alexandria K0C 1A0
613-525-1315
(Glengarry)

REG
125 Brougham St.
P. O. Box 1180
Almonte K0A 1A0
613-256-1577
(Lanark North)

REG
248 George St.
P. O. Box 389
Arthur N0G 1A0
519-848-2300
(Wellington North)

REG, LT, PPSR, CO
Court House
114 Worsley St.
Barrie L4M 1M1
705-728-1221 Ext. 60
(Simcoe)

REG, LT, PPSR
280 Pinnacle St.
P. O. Box 1540
Belleville K8N 5J2
613-968-4597
(Hastings)

REG, LT
108 Liberty St. N.
P. O. Box 178
Bowmanville L1C 3K9
416-623-5386
(Newcastle)

REG, LT, PPSR
15 Dominion St.
P. O. Box 720
Bracebridge P0B 1C0
705-645-4415
(Muskoka)

REG, LT, PPSR
7765 Hurontario St.
P. O. Box 1200
Brampton L6V 2L8
416-457-5350
(Peel)

REG, PPSR
Court House
80 Wellington St.
Brantford N3T 2L9
519-752-8321
(Brant)

REG, PPSR
7 King St. W.
Brockville K6V 3P7
613-345-5751
(Leeds)

REG
99 Main St., 2nd Flr.
Cambridge N1R 1W1
519-653-5778
(Waterloo South)

REG, PPSR
P. O. Box 310
Echo St.
Cayuga N0A 1E0
416-772-3531
(Haldimand)

REG, PPSR
40 William St. N.
Chatham N7M 5L8
519-352-5520
(Kent)

REG, PPSR
P. O. Box 668
Highway 2
Cobourg K9A 4R5
416-372-3813
(Northumberland West)

REG, LT, PPSR
Court House
149 4th Ave.
P. O. Box 580
Cochrane P0L 1C0
705-272-5791
(Cochrane)

REG
P. O. Box 339
King St.
Colborne K0K 1S0
416-355-2338
(Northumberland East)

REG, PPSR
P. O. Box 1268
127 Sydney St.
Cornwall K6H 5V3
613-932-4522
(Stormont)

REG
192 Lambton St. E.
P. O. Box 10
Durham N0G 1R0
519-369-2011
(Grey South)

REG, LT, PPSR
353 Church St.
P. O. Box 398
Fort Frances P9A 3M7
807-274-5451
(Rainy River)

REG, LT
178 McKellar St.
P. O. Box 9
Glencoe N0L 1M0
519-287-2234
(Middlesex West)

REG, PPSR
38 North St.
P. O. Box 216
Goderich N7A 3Z2
519-524-9562
(Huron)

REG, LT, PPSR
Phipps St.
P. O. Box 265
Gore Bay P0P 1H0
705-282-2442
(Manitoulin)

REG, PPSR
P. O. Box 905
21 Douglas St.
Guelph N1H 6M6
519-822-0251
(Wellington South)

REG, LT, PPSR
375 Main St.
P. O. Box 159
Haileybury P0J 1K0
705-672-3332
(Timiskaming)

REG, LT, PPSR, CO
Ontario Government Bldg.
119 King St. W.
P. O. Box 2112
Hamilton L8N 3Z9
416-521-7561
(Wentworth)

REG, LT, PPSR
220 Main St. S.
P. O. Box 1350
Kenora P9N 3X7
807-468-3138
(Kenora)

REG, PPSR, CO
Court St.
Kingston K7L 2N4
613-548-6767
(Frontenac)

REG, PPSR, CO
200 Frederick St., 3rd Flr.
Kitchener N2H 6N9
519-576-1330
(Waterloo North)

REG, PPSR
Provincial Court Bldg.
440 Kent St. W.
Box 4000
Lindsay K9V 4S5
705-324-4912
(Victoria)

REG, LT, PPSR, CO
80 Dundas St.
P. O. Box 5600
London N6A 2P3
519-679-7180
(Middlesex East)

REG, LT, PPSR
Queen & Court Sts.
P. O. Box 302
L'Orignal K0B 1K0
613-675-4648
(Prescott)

REG, LT, PPSR
491 Steeles Ave. E.
Milton L9T 1Y7
416-878-7287/8
(Halton)

REG
Newcastle St.
P. O. Box 270
Minden K0M 2K0
705-286-1391
(Haliburton)

REG
5th St.
Morrisburg K0C 1X0
613-543-2583
(Dundas)

REG, PPSR
87 Thomas St.
P. O. Box 307
Napanee K7R 3M4
613-354-3751
(Lennox)

REG, LT

50 Eagle St. W.
Newmarket L3Y 6B1
416-895-1561
(York Region)

REG, LT, PPSR

176 Main St. W., 2nd Flr.
North Bay P1B 2T5
705-474-2270
(Nipissing)

REG, PPSR

75 First St.
Orangeville L9W 2E7
519-941-1481
(Dufferin)

LT

Court House
161 Elgin St.
Ottawa K2P 2K1
613-239-1230
(Ottawa-Carleton)

REG, PPSR, CO

Court House
161 Elgin St.
Ottawa K2P 2K1
613-239-1319
(Ottawa-Carleton)

REG, PPSR

Court House
595 9th Ave. E.
Owen Sound N4K 3E3
519-376-1637
(Grey North)

REG, LT, PPSR

28 Miller St.
P. O. Box 276
Parry Sound P2A 1T1
705-746-5816
(Parry Sound)

REG, PPSR

400 Pembroke St. E.
P. O. Box 760
Pembroke K8A 6X1
613-732-8331
(Renfrew)

REG, PPSR

10 Sunset Blvd.
P. O. Box 278
Perth K7H 3E4
613-267-1144
(Lanark South)

REG, LT, PPSR, CO

Court House
470 Water St. N.
Peterborough K9H 3M3
705-745-0583 Ext. 44
(Peterborough)

REG, PPSR

1 Pitt St.
P. O. Box 1310
Picton K0K 2T0
613-476-3219
(Prince Edward)

REG, LT

17 Mill St. N.
P. O. Box 122
Port Hope L1A 3W3
416-885-5616
(Port Hope)

REG

499 Centre St.
P. O. Box 1660
Prescott K0E 1T0
613-925-3177
(Grenville)

REG, LT

469 Concession St.
P. O. Box 10
Russell K0A 3B0
613-445-2138
(Russell)

REG, PPSR
Court House
700 N. Christina St.
P. O. Box 3021
Sarnia N7T 7N5
519-337-3265 Ext. 40
(Lambton)

REG, LT, PPSR, CO
P. O. Box 550
420 Queen St. E.
Sault Ste. Marie P6A 5M8
705-253-8887
(Algoma)

REG, LT, PPSR
Court House
Hwy. 3 W.
Simcoe N3Y 4K8
519-426-2216
(Haldimand-Norfolk)

REG, LT, PPSR
59 Church St.
P. O. Box 126
St. Catharines L2R 6R4
416-684-6351
(Niagara North)

REG, PPSR
York St. W.
P. O. Box 902
Stratford N5A 6T1
519-271-3343
(Perth)

REG, LT, PPSR
P. O. Box 4
Wellington St.
St. Thomas N5P 3T5
519-631-3015
(Elgin)

LT
P. O. Box 4
Wellington St.
St. Thomas N5P 3T5
519-631-3015
(Kent (Lake Erie))

REG, PPSR, LT, CO
199 Larch St., 3rd Flr.
Sudbury P3E 5P9
705-675-4300
(Sudbury)

REG, LT, PPSR, CO
29 Royston Court
Postal Station 'P'
Thunder Bay P7A 4Y7
807-475-1235
(Thunder Bay)

REG
Box 99
595 Bay St., 2nd Flr.
Toronto M5G 2C2
416-965-7553
(Toronto City)

REG
Box 108
595 Bay St., Ste. 321
Toronto M5G 2C2
416-965-7588
(Toronto Boroughs)

LT
Box 117
595 Bay St., 4th Flr.
Toronto M5G 2C2
416-965-5248
(Metropolitan Toronto)

PPSR
543 Yonge St., 2nd Flr.
Toronto M7A 2J8
416-963-0460
(Toronto)

REG, LT, PPSR
203 Cayley St.
P. O. Box 1690
Walkerton N0G 2V0
519-881-2251
(Bruce)

REG, LT, PPSR
200 Division St.
P. O. Box 730
Welland L3B 3G1
416-735-4011/13
(Niagara South)

REG, LT, PPSR
400 Centre St. S.
Whitby L1N 4W2
416-668-6811
(Durham)

REG, LT, PPSR, CO
250 Windsor Ave., 3rd Flr.
Windsor N9A 6V9
519-254-6363
(Essex)

REG, LT, PPSR
75 Graham St.
P. O. Box 246
Woodstock N4S 7W8
519-537-6286/7
(Oxford)

REGISTRAR GENERAL BRANCH
Macdonald Block, 2nd Flr.
Queen's Park M7A 1Y5
416-965-1687
807-623-4835 (Thunder Bay)
Toll-free: 1-800-268-7543

CCR 35

The Registrar General Branch registers and records Ontario **births, deaths, marriages** still-births and parentage. Effective April 1, 1987, it will assume responsibility for processing and registering **name** changes. The Branch also keeps **adoption** and **divorce records**. **Statistics** relating to births, still-births, marriages, divorces and deaths are compiled annually. Wallet size, paper and certified photocopies of birth, marriage and death certificates are provided to entitled applicants on payment of appropriate fees (\$5.00 - \$15.00). Under the Marriage Act, certificates of **registration** are issued to persons authorized to perform marriages in Ontario (contact **Marriage Office**, 965-2026).

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN). Some of this Ministry's agencies are listed below. For information on agencies not listed contact this Ministry's Communications Services Branch (963-0339).

COMMERCIAL REGISTRATION APPEAL
TRIBUNAL
1 St. Clair Ave. W.
Toronto M4V 1K6
416-965-7798

CCR 36

The Tribunal holds public hearings on appeals to review administrative decisions denying, refusing to renew, suspending or revoking **registration** of individuals and **corporations**. It also hears appeals to review government-originated cease and desist orders respecting **advertising**, selling and unfair **business** practices by **real estate** and **business brokers** and salespersons, **mortgage** brokers, **motor vehicle** dealers and salespersons, **bailiffs**, consumer **credit** reporting agencies, **collection agencies**, **itinerant sellers**, manufacturers and renovators of **upholstered and stuffed articles**, distributors of paperback **books** and **periodicals**, **travel** agents and wholesalers. The Tribunal handles appeals under the **Discriminatory Business Practices Act**. In addition, it hears claimant and registrant appeals from decisions and proposals of the Corporation administering the **Ontario**

New Home Warranties Plan Act, appeals of **credit unions** from orders taking over management of the **Ontario Share and Deposit Insurance Corporation**, and claimant appeals from trustees' decisions under the **Travel Industry Act**.

The Tribunal holds public hearings on appeals from persons aggrieved by Liquor Licence Board decisions to: refuse to issue, suspend, attach terms to, or revoke a **licence** or **permit**; refuse to renew or approve a transfer of a licence; suspend, revoke or refuse to renew a manufacturer's licence; temporarily suspend a licence or permit in the public interest; refuse to register an agent or representative; issue an interdiction order; issue a cease and desist order with respect to an advertisement or public notice.

LIQUOR CONTROL BOARD OF ONTARIO

CCR 37

55 Lakeshore Blvd. E.
Toronto M5E 1A4
416-963-1227

Through over 600 retail stores across Ontario, the Liquor Control Board of Ontario (LCBO) distributes and sells spirits, **wine** and beer to consumers and licensed establishments. The LCBO also places private orders for brands not normally carried in its stores, offers free product advice to customers through experienced wine consultants, and provides a wide selection of fine wines and spirits in its Vintage stores and 'Vintages Sections' of regular **liquor** stores. For travellers leaving the country, the LCBO operates two duty-free stores at Pearson International Airport. The LCBO also authorizes the sale of Ontario beer through the **Brewers' Retail stores** and Ontario wine through Ontario winery stores. For more information about LCBO operations call 963-1227 or 963-1221.

LIQUOR LICENCE BOARD OF ONTARIO

CCR 38

55 Lakeshore Blvd. E.
Toronto M5E 1A4
416-965-4664

Under the Liquor Licence Act, the Liquor Licence Board of Ontario (LLBO) issues, renews, transfers, suspends and revokes **liquor licences** (including Special Occasion Permits) for on-premise sale and consumption of **alcoholic** beverages. The Board also regulates alcoholic beverage **advertising** and inspects all licensed establishments in Ontario. **Ontario Photo Cards** are available on a voluntary basis to Ontario residents over 19. Application forms may be obtained from liquor stores and **Brewers' Retail** outlets. For information on obtaining a liquor licence, call 965-4691; Ontario Photo Cards, 965-4964; Special Occasion Permits, 965-4675; transfers, 965-3539; advertising, 965-3450; inspections, 965-4666.

ONTARIO NEW HOME WARRANTY PROGRAM

CCR 39

600 Eglinton Ave. E.
Toronto M4P 1P3
416-488-6000

The Program administers the **Ontario New Home Warranties Plan Act** which came into effect December 31, 1976. This Act requires the **registration** of all **builders** of new homes, including **condominiums** and **mobile homes** placed on permanent foundations for year-round occupancy. The Ontario New Home Warranty Program (NHWP), is a self-financing non-profit corporation which provides a warranty that new and previously unoccupied **houses** are free from defects in workmanship and material for one year. Purchasers must obtain a certificate under the Warranty Program and should deal directly

with the builder during the first year after purchase. The Program covers major structural defects up to a maximum of \$20,000 for an additional four years. Deposit monies paid to builders are also covered up to a maximum of \$20,000. The corporation will handle **consumer complaints** from buyers of new homes. However, buyers must inform both the builder and the Warranty Program in writing of any problems occurring before the expiration of the first year, or before the end of the fifth year in the case of major structural defects. The Program has regional offices in Hamilton, Kitchener, Ottawa, Sudbury and Thunder Bay listed in the white pages of the local telephone directory under Ontario New Home Warranty Program. Complaints, however, are only handled by the main office in Toronto. Under certain circumstances, builders, vendors, or house owners can request assistance to resolve disputes through the **Commercial Registration Appeal Tribunal**. The Warranty Program issues a quarterly publication, 'The Link', to all registered builders and vendors.

ACTS

ACTS

CCR 40

The following is a list of Acts administered by the Ministry of Consumer and Commercial Relations. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or Communications Services Branch.

- Amusement Devices Act, 1986
- Apportionment Act
- Assignments and Preferences Act
- Athletics Control Act
- Bailiffs Act
- Bills of Sale Act
- Boilers and Pressure Vessels Act
- Boundaries Act
- Bread Sales Act
- Business Corporations Act, 1982
- Business Practices Act
- Cemeteries Act
- Certification of Titles Act
- Change of Name Act, 1986
- Collection Agencies Act
- Condominium Act
- Consumer Protection Act
- Consumer Protection Bureau Act
- Consumer Reporting Act
- Corporation Securities Registration Act
- Corporations Act
- Corporations Information Act
- Debt Collectors Act
- Discriminatory Business Practices Act
- Elevating Devices Act
- Energy Act
- Extra-Provincial Corporations Act, 1984
- Factors Act
- Gasoline Handling Act

Land Registration Reform Act, 1984
Land Titles Act
Limited Partnerships Act
Liquor Control Act
Liquor Licence Act
Marriage Act
Ministry of Consumer and Commercial Relations Act
Motor Vehicle Dealers Act
Ontario New Home Warranties Plan Act
Operating Engineers Act
Paperback and Periodical Distributors Act
Partnerships Act
Partnerships Registration Act
Personal Property Security Act
Petroleum Products Price Freeze Act, 1975
(unconsolidated and unrepealed)
Prearranged Funeral Services Act
Racing Commission Act
Real Estate and Business Brokers Act
Registry Act
Residential Complex Sales Representation Act, 1983
Theatres Act
Travel Industry Act
Unclaimed Articles Act
Upholstered and Stuffed Articles Act
Vital Statistics Act
Wine Content Act

MINISTRY OF CORRECTIONAL SERVICES

2001 Eglinton Ave. E.
Scarborough M1L 4P1

The Ministry of Correctional Services, established by the provincial legislature in 1946 as the Department of Reform Institutions, operated facilities for male and female adult and juvenile offenders, under 18 governing acts and regulations. In 1968 the Province took over responsibility for all county and city jails in the province and the name changed to the Department of Correctional Services with the passing of the Department of Correctional Services Act (consolidating all but the Training Schools Act). In 1972 when it became the Ministry of Correctional Services it took over probation services from the Ministry of the Attorney General. In 1977 the responsibility for juvenile offenders was transferred to the Ministry of Community and Social Services.

Correctional Services has jurisdiction over adult male and female persons placed on probation, those on remand awaiting trial or sentencing, those being held for immigration hearings or deportation, those awaiting transfer to federal institutions, those sentenced to terms of less than two years and those released on parole.

Under the Young Offenders Act, Canada, the Ministry holds responsibility for 16 and 17 year-old offenders, up to their 18th birthday.

The main objectives of the Ministry are to provide custody and community supervision as directed by the courts and as provided for in federal and provincial legislation governing correctional services in Ontario; to provide information to assist the courts in determining disposition; to create within institutions and community programs a positive climate so that offenders become motivated towards positive personal and social adjustment; to make available to clients program opportunities to assist in making positive personal and social adjustment; and to develop and provide programs for the prevention of crime.

The Ministry of Correctional Services administers the Ministry of Correctional Services Act, 1980.

OPERATIONAL REVIEW, AUDIT AND INVESTIGATION BRANCH

CORRECTIONS 1

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3372 or 750-3327

The Operational Review, Audit and Investigation Branch provides a systematic and anticipatory system of review and monitoring of Ministry control systems, conducts investigations and assists management through a program of preventative security.

The branch is comprised of three sections: Operational Review, Internal Audit and Investigation and Security.

LEGAL SERVICES BRANCH

CORRECTIONS 2

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3319

Legal Services Branch counsels the Ministry on the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies general legal services such as preparing litigation, the settle-

ment of claims, providing legal opinions, acting at court hearings, etc.. The Branch is responsible to the Attorney General's Office.

CORPORATE SERVICES DIVISION

CORPORATE SERVICES DIVISION

CORRECTIONS 3

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3375

The Corporate Services Division is responsible for improving management decision-making through integrated corporate operational and strategic planning; development and review of ministry policy; program evaluation and review; ensuring effective human resources planning and management and the provision of staff training and development; liaising with central agencies and special interest groups. It also is responsible for support services in the areas of budgeting, information systems, legal services, supply and services, communications, and auditing to assist the ministry in meeting its goals and objectives. This division plans and coordinates programs within the ministry and with other sectors of the criminal justice system at provincial and federal levels.

POLICY AND CORPORATE PLANNING BRANCH

CORRECTIONS 4

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3350

Policy and Corporate Planning Branch is responsible for the strategic planning process of the Ministry. It liaises with other areas of government and other agencies, coordinates policy development and briefing, provides for resource planning and allocation processes and the development of effective management processes, undertakes the research, evaluation and statistical analysis of all aspects of correctional services in Ontario, and implements special corporate projects.

The **Freedom of Information** Office, of the Policy and Corporate Planning Branch, responds to 'Bill 34, An Act to Provide for Freedom of Information and Protection of Individual Privacy'.

Responsibilities of the office include implementation planning for the Ministry, orientation of Ministry staff; establishment of administrative procedures; as well as facilitating the processing of requests.

HUMAN RESOURCES MANAGEMENT BRANCH

CORRECTIONS 5

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3335

Human Resources Management Branch works in an advisory capacity with line managers whose primary task is personnel matters within their units. These services are provided by personnel administrators in the ministry's main office and at the regional locations listed below. The branch is responsible for the establishment of ministry personnel policies and procedures, the administration of appropriate classification and compensation levels for ministry employees, the coordination of promotional competitions, manpower planning, employee counselling and labour relations matters. The branch maintains the ministry's personnel and employee benefit records. It also serves as a liaison

between the ministry and the Human Resources Secretariat, and the Ontario Public Service Employees Union (OPSEU).

The branch operates special employment programs, such as summer **youth employment** for students. It also coordinates the ministry's **French language services** requirements.

Staff Training and Development (434 University Ave., Toronto M7A 1A2, 965-9241) under the Human Resources Management Branch provides training and development programs for all ministry staff and some training for private correctional agencies under contract to the ministry. This includes basic training for correctional and probation and parole officers, in addition to a wide range of professional development and management training programs. The branch has produced a variety of training materials and guide books which are available to training personnel from other ministries.

Field Office
Staff Training Centre
115 McLaughlin Rd. S.
Brampton L6Y 2C8
416-459-8350

Human Resources Management Field Offices

Manager, Planning and Administration
Ministry of Correctional Services
2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3335

Regional Personnel Administrator
Peterborough Region (Eastern)
223 Aylmer St. N., Ste. 02
Peterborough K9J 3K3
705-748-4281

Regional Personnel Administrator
Central Region
1315 Bishop St., 2nd Flr.
Cambridge N1R 6Z2
519-623-9090

Regional Personnel Administrator
Western Region
80 Dundas St., 1st Flr.
Box 5600, Terminal 'A'
London M6A 3C2
519-679-1760

Regional Personnel Administrator
Metro Region
2 Dunbloor Rd., Ste. 312
Islington M9A 2E4
416-248-3901

Regional Personnel Administrator
Eastern Region
1055 Princess St., Ste. 404
Kingston K7L 1H3
613-547-3464

Regional Personnel Administrator
Northern Region
199 Larch St., 9th Flr.
Sudbury P3E 5P9
705-675-4321

MANAGEMENT INFORMATION SYSTEMS BRANCH

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3413

CORRECTIONS 6

Management Information Systems Branch is responsible for the effective management of all information resources throughout the ministry so that timely, relevant, and accurate information is available for operational and decision support when and where it is needed.

Branch activities include the development, maintenance, and operation of computer and paper based information systems, information centre, local systems support, systems education and training, information resources planning and management, **records management**, central files, and word processing.

FINANCE BRANCH

CORRECTIONS 7

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3450

Finance Branch provides financial management, budget control and accounting services to all programs, including accounts payable, expense accounts, advance accounts, payroll and revenue. It prepares claims under federal/provincial agreements and serves as financial liaison with the provincial auditor, other government ministries and agencies. The branch maintains the ministry financial information systems and financial reporting requirements.

COMMUNICATIONS BRANCH

CORRECTIONS 8

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3421

Communications Branch provides information to the public, directly and via the news media, about the ministry's activities. It establishes communications policy for the ministry and provides advice, consultation and communication support services to the Minister, Deputy Minister and other branches. Branch activities include media liaison, answering public inquiries, and producing and distributing publications, news releases, audio-visual materials, exhibits and photographic displays.

For general information on ministry programs, telephone 750-3333.

SUPPLY AND SERVICES BRANCH

CORRECTIONS 9

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3501

Supply and Services Branch coordinates purchasing, inventory control, accommodation leasing and construction, renovations and maintenance in existing Ministry offices, correctional institutions and forestry camps. Facilities Design Planning (750-3511) prepares program requirements and design specifications for new accommodation and renovations to existing facilities and coordinates activities during planning and construction stages. Office Services Section (750-3321) provides mail, messenger, telephone systems, duplicating services, and stationery and printed forms for the Ministry.

AFFIRMATIVE ACTION PROGRAM

CORRECTIONS 10

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3492

The Affirmative Action Program serves employees of the Ministry of Correctional Services, with special emphasis on female employees within the ministry. Career counselling is provided on an ad hoc basis for female employees. Resource information and presentations to interest groups on the Affirmative Action Program are also available.

OPERATIONS DIVISION

OPERATIONS DIVISION

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3487

CORRECTIONS 11

Ministry operations include administration of Ontario's 49 correctional institutions, 18 young offender secure detention and secure custody facilities and a network of probation and parole services for both adult and young offenders in 112 locations throughout the province. As part of its commitment to community corrections, the Operations Division contracts with private community agencies to provide resource centres for selected inmates and open custody for young offenders.

Operations Division has two branches: Offender Programming and Operational Support Branch and the Community Corrections Branch, which provide management, professional and consultative services to both institutional and community correctional programs.

Correctional Institutions include jails, detention centres, correctional centres and treatment centres for adults and young offenders.

Jails and Detention Centres provide short-term, secure custody for those awaiting trial or sentencing; those being held for immigration hearings or deportation; those serving relatively short or intermittent sentences and those awaiting transfer to other institutions. Programs are geared to the relatively short-term needs of offenders and focus primarily on basic educational upgrading and life skills.

Correctional Centres provide a variety of longer term programs for offenders in minimum, medium or maximum security settings. Specialized programs are available at the **Ontario Correctional Institute** (Brampton) and the Guelph Assessment and Treatment Unit (**Guelph Correctional Centre**) in the areas of assessment, treatment and research. The Ministry currently operates one minimum security satellite camp, providing offenders with exposure to farming and forestry.

Probation and Parole officers work closely with all courts of criminal jurisdiction in Ontario and with the **Ontario Board of Parole**. Probation and parole staff supply pre-sentence and pre-disposition reports to judges; pre-parole reports to the Ontario Board of Parole; supervision and assistance to probationers, offenders on parole and to former offenders who need assistance after release from correctional institutions. Staff offer counselling and guidance in life skills, alcohol and substance abuse, job search techniques, stress management and interpersonal skills.

The Operations Division is administered by five regional offices located throughout the province. A list of regional offices, institutions and probation and parole offices are as follows.

METRO REGION

Institutions

Regional Office
2 Dunbloor Rd., Ste. 312
Islington M9A 2E4
416-235-4969

*Metropolitan Toronto East
Detention Centre*
55 Civic Rd.
Scarborough M1L 2K9
416-750-3513

*Metropolitan Toronto West
Detention Centre*
111 Disco Rd.
Rexdale M9W 1N3
416-235-4989

Mimico Correctional Centre
130 Horner Ave.
Toronto M8V 3S9
416-255-0131

Toronto Jail
550 Gerrard St. E.
Toronto M4M 1X5
416-963-2880

Whitby Jail
200 Victoria St. W.
Box 156
Whitby L1N 6G3
416-668-7791

Probation and Parole Offices

240 Bay St.
Toronto M5R 2A7
416-965-6434

45 Danforth Ave., 4th Flr.
Toronto M4J 1L4
416-963-3389

00 Dufferin St., Ste. 207
Dufferin Mall
Toronto M6H 4B1
416-965-5026

265 Keele St., Ste. 2
Toronto M6M 3Z7
416-235-4967

7 River St., Ste. 100
Toronto M5A 3P1
416-965-0420

940 Eglinton Ave. E., Ste. 204
Scarborough M1L 4R1
416-750-3452

4125 Lawrence Ave. E., Ste. 101
Scarborough M1E 2S2
416-750-3590

200 Consumers Rd.
Willowdale M2J 4R4
416-494-8251

5233 Dundas St. W., 3rd Flr.
Islington M9B 1A6
416-233-1197

2065 Finch Ave. W., Ste. 509
Downsview M3N 2V7
416-745-6291

23 Westmore Dr.
Rexdale M9V 3Y7
416-745-4960

Court Locations/Probation and Parole Offices

60 Queen St. W., Rm. 321
Old City Hall Court
Toronto M5H 2M4
416-965-6527

361 University Ave., Rm. 210
County Court House
Toronto M5G 1T3
416-965-2879

444 Yonge St., 2nd Flr.
College Park Court
Toronto M5B 2H4
416-965-3236

80 The East Mall
East Mall Court
Toronto M8Z 5X1
416-252-6521

1911 Eglinton Ave. E.
Scarborough Court
Scarborough M1L 4P4
416-750-3370

1000 Finch Ave. W.
North York Court
Downsview M3J 2V5
416-663-5355

40 King St. W., Ste. 610
Oshawa L1H 1A4
416-571-3774

1305 Sheridan Mall Parkway, Ste. 416
Pickering Corporate Centre
Pickering L1V 3P2
416-831-2600

208 North St.
Port Perry L0B 1N0
416-985-8771

CENTRAL REGION

Regional Office
6711 Mississauga Rd., Ste. 406
Mississauga L5N 2W3
416-965-3116

Institutions

Barrie Jail
Box 224
Barrie L4M 4T2
705-728-3933

*Camp Hillsdale
(Satellite Barrie Jail)*
RR #1
Midland L4R 4K3
705-835-3544

Brantford Jail
105 Market St.
Brantford N3T 6A9
519-752-6578

Burtch Correctional Centre
RR #1, Mount Pleasant
Box 940
Brantford N3T 5S6
519-484-2421

Hamilton-Wentworth Detention Centre
165 Barton St. E.
Hamilton L8L 2Y3
416-523-8800

Maplehurst Correctional Centre
661 Martin St.
Box 10
Milton L9T 2Y3
416-878-8141

Niagara Detention Centre
Hwy. 58
Box 1050
Thorold L2V 4A6
416-227-6321

Ontario Correctional Institute
109 McLaughlin Rd. S.
Box 1888
Brampton L6V 2P1
416-457-7050

Vanier Centre for Women
205 McLaughlin Rd. S.
Box 1050
Brampton L6V 2M5
416-459-9100

Probation and Parole Offices

22 Church St. S.
P.O. Box 1329
Alliston L0M 1A0
705-435-4352

114 Worsley St.
Barrie L4M 1M1
705-726-6461

85 Kennedy Rd. S.
Brampton L6W 3G1
416-457-1690

100 Wellington Square
City Hall, 2nd Flr.
Brantford N3T 2M3
519-752-6505

440 Elizabeth St.
Burlington L7R 2M1
 416-637-3457

45 Munsee St.
Cayuga N0A 1E0
 416-772-3565

150 St. Paul St.
Collingwood L9Y 3P2
 705-445-3110

232 Guelph St., Ste. 205
 P.O. Box 160
Georgetown L7G 4Y5
 416-877-2268

1945 King St. E.
Hamilton L8K 1W2
 416-549-9977

119 King St. W., Ste. 104
Hamilton L8N 3Z9
 416-521-7527

Mountain Office
 1030 Upper James St.
Hamilton L9C 6X6
 416-387-5453

213 Queensway South
Keswick L4P 2A3
 416-478-4140

305 Midland Ave.
Midland L4B 3K5
 705-526-3715

55 Ontario St., 2nd Flr.
Milton L9T 2M3
 416-878-7259

470 Hensall Circle, Upper Level
Mississauga L5A 3V4
 416-276-2117

424 Hensall Circle, Ste. 105
Mississauga L5A 1X8
 416-848-6161

92 Davis Dr., Ste. 209
Newmarket L3Y 2N1
 416-898-6511

4627 St. Clair Ave.
 P.O. Box 201
Niagara Falls L2E 6T3
 416-356-1507

344 Lakeshore Rd. E., 2nd Flr., Ste. C
Oakville L6V 5B1
 416-845-8571

70 First St.
Orangeville L9W 2E5
 519-941-4622

19 Front St. N.
Orillia L3V 4R6
 705-325-9508

57 Simcoe St. S.
Oshawa L1H 4G4
 416-579-6500

40 King St. W., Ste. 610
Oshawa L1H 1A4
 416-571-3774

1305 Sheridan Mall Pkwy.
Pickering L1V 3P2
 416-831-2600

39 Queen St., Ste. 209
St. Catharines L2R 5G6
 416-685-1318

530 Queensway W.
 P.O. Box 736
Simcoe N3Y 4T2
 519-426-4250

8185 Yonge St., Ste. 212
Thornhill L3T 2C6
 416-731-3061

76 Division St., Ste. 206
Welland L3B 3Z7
 416-735-1660

WESTERN REGION

Regional Office

80 Dundas St., 1st Flr.
P.O. Box 5600, Terminal 'A'
London N6A 2P3
519-679-1760

Institutions

Chatham Jail

17 Seventh St.
Chatham N7M 4J9
519-352-0150

Camp Dufferin

RR #1
Lisle L0M 1M0
705-424-1520

Elgin-Middlesex Detention Centre

711 Exeter Rd.
London N6E 1L3
519-686-1922

Guelph Correctional Centre

785 York Rd.
Box 3600
Guelph N1H 6P3
519-822-0020

Owen Sound Jail

1237 Third Ave. E.
Box 517
Owen Sound N4K 5R1
519-376-0435

Sarnia Jail

700 North Christina St.
Sarnia N7V 3C2
519-337-3261

Stratford Jail

30 St. Andrews St.
Stratford N5A 1A3
519-271-2180

Walkerton Jail

209 Caley St.
Box 429
Walkerton N0G 2V0
519-881-3442

Waterloo Detention Centre

182 Hespeler Rd.
Box 307
Cambridge N1R 5V2
519-621-9710

Wellington Detention Centre

588 Stone Rd. E.
Box 870
Guelph N1H 6M6
519-837-2400

Windsor Jail

378 Brock St.
Box 38
Windsor N9C 3Y6
519-254-2891

Bluewater Centre for Young Offenders

Hwy. 21 S.
Box 71
Goderich N7A 3X8
519-524-2107

Probation and Parole Offices

73 Water St. N., Unit 21

Cambridge N1R 6R3
519-621-5760

26 Fifth St. S., Ste. 209

Chatham N7M 4V5
519-352-1234

Court House

Goderich N7A 1M2
519-524-6282

3600 Wyndham St. S.

Guelph N1H 7J5
519-836-2600

450 Frederick St., Ste. 302
Kitchener N2H 2P5
 519-576-1900

18 Selkirk Ave.
Leamington N8H 1G3
 519-326-5531

80 Dundas St.
 Box 5600, Terminal 'A'
London N6A 2P3
 519-679-7120

1730 Dundas St.
London N5W 3E2
 519-452-3650

1131 Second Ave. E., Ste. 105
Owen Sound N4K 5J1
 519-376-2236

145 Curtis St.
St. Thomas N5P 3Z7
 519-631-3430

700 North Christina St.
Sarnia N7V 3C2
 519-337-8891

100 Erie St.
Stratford N5A 2M4
 519-271-5220

12 Colborne St. S.
 P.O. Box 404
Walkerton N0G 2V0
 519-881-0760

880 Ouellette Ave., Ste. 506
Windsor N9A 1C7
 519-254-3291

40 Wellington St. N.
Woodstock N4S 6P3
 519-539-8175

EASTERN REGION

Regional Office
 1055 Princess St., Ste. 404
Kingston K7L 1H3
 613-547-3464

Institutions

Brockville Jail
 Court House Sq.
 Box 285
Brockville K6V 5V5
 613-342-1456

Cobourg Jail
 77 Albert St.
Cobourg K9A 2P9
 613-372-2125

Cornwall Jail
 7 Water St. W.
 Box 1418
Cornwall K6H 5V5
 613-932-5720

Lindsay Jail
 50 Victoria Ave. N.
Lindsay K9V 4G3
 705-324-3792

L'Orignal Jail
 1023 Queen St.
 Box 345
L'Orignal K0B 1K0
 613-675-4644

Millbrook Correctional Centre
 King St. W.
 Box 300
Millbrook K0A 1G0
 705-932-2624

Ottawa-Carleton Detention Centre
 2244 Innes Rd.
Ottawa K1B 4C4
 613-824-6080

Pembroke Jail
297 Pembroke St. E.
Pembroke K8A 3K2
613-735-0647

Perth Jail
Box 144
Perth K7H 3E3
613-267-4303

Peterborough Jail
Sheridan & Brock Sts.
Box 1480
Peterborough K9J 7H7
705-743-7331

Quinte Detention Centre
89 Richmond Blvd
Postal Bag 3060
Napanee K7R 3M5
613-354-9701

Rideau Correctional Centre
County Rd. 2
Box 100
Burritts Rapids K0G 1B0
613-269-4748

Probation and Parole Offices

1 Valleyview Dr.
Box 1852
Bancroft K0L 1C0
613-332-4040

180 Front St.
Belleville K8N 2Y7
613-968-5737

75 Water St. W.
Brockville K6V 3L7
613-345-3061

Victoria Hall
55 King St. W.
Cobourg K9A 2M2
416-372-9473

502 Pitt St., Rm. 201
Cornwall K6J 3R5
613-933-6335

165 Bay St.
P.O. Box 729B
Embrun K0A 1W0
613-443-2029

162 Division St.
Kingston K7L 3M6
613-547-3456

P.O. Box 7000
Lindsay K9V 5E5
705-324-5621

Box 309
L'Orignal K0B 1K0
613-675-4630

41 Dundas St. W.
Napanee K7R 1Z5
613-354-2125

400 Cumberland St.
Ottawa K1N 8X3
613-566-3811

1150 Morrison Dr.
Ottawa K2H 8S9
613-820-9460

2244 Innes Rd.
Ottawa K1B 2C4
613-837-6586

124 Pembroke St. W.
Pembroke K8A 5M8
613-735-6809

223 Aylmer St. N., Ste. 2
Peterborough K9J 3K3
705-743-2661

c/o Prince Edward Corrections
Advisory Board
263 Main St.
Picton K0K 2T0
613-476-3033

Box 149
Plantagenet K0B 1L0
 613-673-5113

38 Walton St.
Port Hope L1A 1N1
 416-885-4581

13 Russell St. E.
Smiths Falls K7A 1E7
 613-283-5663

80 Division St.
Trenton K8V 5S5
 613-392-6549

NORTHERN REGION

Regional Office
 199 Larch St., 9th Flr.
Sudbury P3E 5P9
 705-675-4321

Institutions

Fort Frances Jail
 310 Nelson St.
 Box 189
Fort Frances P9A 3M6
 807-274-7708

Haileybury Jail
 407 Main St.
 Box 578
Haileybury P0J 1K0
 705-672-3701

Kenora Jail
 1430 River St.
Kenora P9N 1K5
 807-468-3168

Monteith Complex
 Junction Hwy. 11 & 577
 Box 90
Monteith P0K 1P0
 705-232-4092

North Bay Jail
 2550 Trout Lake Rd.
 Box 354
North Bay P1B 7S7
 705-472-8115

Parry Sound Jail
 91-A James St.
 Box 166
Parry Sound P2A 2X3
 705-746-5631

Sault Ste. Marie Jail
 145 McNabb St.
 Box 340
Sault Ste. Marie P6A 5L8
 705-254-6817

Sudbury Jail
 181 Elm St. W.
Sudbury P3C 1T8
 705-675-4150

Thunder Bay Correctional Centre
 Hwy 61 S.
 Box 1900
Thunder Bay P7C 4Y4
 807-577-8401

Thunder Bay Jail
 285 McDougall St.
 Box 2806
Thunder Bay P7B 5G3
 807-345-7364

Probation and Parole Offices

120 Marks St.
 P.O. Box 988
Atikokan P0T 1C0
 807-597-6212

Riverside Inn, Ste. 2
 P.O. Box 1872
Bracebridge P0B 1C0
 705-645-8768

Birch & Lorne Sts.
Federal Bldg.
P.O. Box 149
Chapleau P0M 1K0
705-864-1230

District Court House
P.O. Box 1119
Cochrane P0L 1C0
705-272-4348

Ontario Government Bldg., 1st Flr.
P.O. Box 787
Dryden P8N 2Z4
807-223-3356

15 Charles Walk
Elliot Lake P5A 2A2
705-848-7091

71 Centre St.
Espanola P0P 1C0
705-869-2882

340 Scott St.
Fort Frances P9A 1G9
807-274-7743

305 Main St.
P.O. Box 1119
Geraldton P0T 1M0
807-854-1774

District Court House
P.O. Box 624
Haileybury P0J 1K0
705-672-3397

P.O. Box 2349
Hearst P0L 1N0
705-362-7779

15 Main St., 2nd Flr.
P.O. Box 1612
Huntsville P0A 1K0
705-789-5721

253 Main St.
P.O. Box 908
Iroquois Falls P0K 1G0
705-232-5111

46 Queen St.
P.O. Box 295
Kapuskasing P5N 2Y4
705-335-6116

136 Main St. S.
Kenora P9N 1S9
807-468-3348

23 Prospect Ave., Rm. 12
P.O. Box 232
Kirkland Lake P2N 3H7
705-567-9396

1 Arthur St.
P.O. Box 189
Manitowaning P0P 1N0
705-859-3184

P.O. Box 487
Moosonee P0L 1Y0
705-336-2270

64 Front St.
P.O. Box 759
Nipigon P0T 2J0
807-887-2938

581 Fraser St.
North Bay P1B 3X3
705-474-4170

3 Beechwood Dr.
Parry Sound P2A 1Z1
705-746-5809

P.O. Box 845
Red Lake P0V 2M0
807-727-2846

477 Queen St. E.
P.O. Box 115
Sault Ste. Marie P6A 5L2
705-253-1182

199 Larch St., 2nd Flr.
Sudbury P3E 5P9
 705-675-4314

106 North Cumberland St.
Thunder Bay P7A 4M2
 807-345-3309

217 Holditch St.
 P.O. Box 338
Sturgeon Falls P0H 2G0
 705-753-1282

101 Mall, Ste. 139
 38 Pine St. N.
Timmins P4N 6K6
 705-264-5218

107 Johnson Ave.
Thunder Bay P7B 2V9
 807-344-5816

**OFFENDER PROGRAMMING AND
 OPERATIONAL SUPPORT BRANCH**
 2001 Eglinton Ave. E.
 Scarborough M1L 4P1
 416-750-3421

CORRECTIONS 12

The branch coordinates, develops and provides consultation and support services for program development and implementation within **correctional institutions** and monitors activities in the following areas: medical, nursing, psychology, social work, dentistry, pharmacy, recreation, food services, industries, self sufficiency, energy management, education, volunteers, chaplaincy, library, young offenders in secure custody and detention, inmate and young offenders classification and transfer, temporary absence programs, parole, community resource centres and institutional procedures.

Clients include **inmates** of the ministry's correctional institutions and young offender secure custody and detention facilities.

The branch's five operational sections are listed under the Operations Division entry and include: Health Care Services; Industrial Programming; Program Development and Implementation; Support and Coordination; and Policy Coordination.

PROGRAM SUPPORT AND COORDINATION
 2001 Eglinton Ave. E.
 Scarborough M1L 4P1
 416-750-3380

CORRECTIONS 13

This section is responsible for providing advice and consultation, standards development and review, program coordination, contract review, manual maintenance and technical responses, volunteer coordination, temporary absence coordination, parole board liaison, institutional procedures and direct service in Offender Classification and **Offender** Transfer and Library Services. This section also coordinates the exchange of prisoners with other jurisdictions.

HEALTH CARE SERVICES

CORRECTIONS 14

MEDICAL SERVICES

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3366

Medical Services ensures that all necessary **health** care services are available for all persons placed in the care of the Ministry.

The **Psychiatric** Services area provides assessment of **offenders** and treatment for mental illnesses.

The division's five regional offices are listed under the Operations Division entry.

HEALTH CARE SERVICES

CORRECTIONS 15

NURSING SERVICES

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3366

This section provides **nursing** service to all **correctional institutions** in conjunction with the attending physician and other health professionals. Nurses act as the coordinators of the health care delivery system in the institutions.

The division's five regional offices are listed under the Operations Division entry.

HEALTH CARE SERVICES

CORRECTIONS 16

DENTISTRY SERVICES

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3366

Emergency and essential **dental** treatment is provided for all **offenders** in **correctional institutions**.

The division's five regional offices are listed under the Operations Division entry.

HEALTH CARE SERVICES

CORRECTIONS 17

PHARMACY SERVICES

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3366

Pharmacy Services ensures that **pharmaceutical** products are maintained in a safe and proper manner and are available when indicated for persons under the supervision of the Ministry in ministry institutions.

The division's five regional offices are listed under the Operations Division entry.

HEALTH CARE SERVICES

CORRECTIONS 18

FOOD SERVICES

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3366

A nutritionally adequate diet is provided for **offenders** in all **correctional institutions**.

Special diets for the treatment of illness and for the observance of religious dietary practices are available. Training in **food service** operation is also offered to inmates.

The division's five regional offices are listed under the Operations Division entry.

INDUSTRIAL PROGRAMMING UNIT

CORRECTIONS 19

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3366

Institutional industries provide work and on-the-job training for **inmates** in correctional centres. The manufactured products are sold to other ministries or governments and are used in **correctional institutions**.

The division's five regional offices are listed under the Operations Division entry.

INDUSTRIAL PROGRAMMING UNIT

CORRECTIONS 20

SELF-SUFFICIENCY PROGRAM

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3366

The Self-Sufficiency Program is responsible for projects in which **inmates** help produce **food** and other items to supply their own needs.

The division's five regional offices are listed under the Operations Division entry.

INDUSTRIAL PROGRAMMING UNIT

CORRECTIONS 21

ENERGY MANAGEMENT

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3366

The energy management program oversees the conservation of **energy** and the reduction of waste in **correctional institutions**.

The division's five regional offices are listed under the Operations Division entry.

LIBRARY SERVICES UNIT

CORRECTIONS 22

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3481

This unit provides **library** services to **inmates** and staff in the Ministry of Correctional Services. The library (basement level, 2001 Eglinton Ave. E.) operates the Ministry **reading room** which gives public access to Ministry publications, statutes and some **manu-**
als and internal procedures used by the Ministry.

The division's five regional offices are listed under the Operations Division entry.

CENTRAL VOLUNTEER COORDINATION

CORRECTIONS 23

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3366

The Central Coordination of Volunteer Programs are a resource to volunteer coordina-

tors who recruit, screen, train and supervise **volunteers** involved in correctional programs operated by the Ministry. Opportunities for volunteer participation exist in all geographic areas of the Province.

COMMUNITY CORRECTIONS BRANCH

CORRECTIONS 24

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3475

The Community Corrections Branch has an overall corporate mandate to design and develop operational policy for community corrections and to assist the regions to define, plan and put into operation a broad range of community programs. Functions include increasing interaction with community agencies and assisting regional staff in maximizing delivery of a wide range of programs for **adults and young offenders**.

Two units report to the Executive Coordinator. **Field Support and Coordination Unit** administers ministry-funded programs including existing residential services for adults and 16 and 17-year-old young offenders, probation services, community alternatives, Native programs and preventive programs. The unit offers consultation and advice, monitors procedures, standards and contracts, liaises with agencies and provides program evaluation.

The **Community Design and Implementation Unit** has responsibility for coordinating policy development, implementation of strategies for new community programs, policy papers and position papers. It provides policy liaison (internal and external), evaluation of new program proposals, marketing strategies, community interface, liaison with other ministries/jurisdictions and overall program development.

For a description of community-based programs, see the following entries: Bail Verification and Supervision, Community Service Orders, Fine Options Program, Native Program Coordination, Restitution Programs and Victim Assistance Program.

COMMUNITY FIELD SUPPORT AND COORDINATION UNIT VICTIM ASSISTANCE PROGRAM

CORRECTIONS 25

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3475

The Victim Assistance Program is a project alerting victims of **crime** to available social services such as crisis **counselling** and information on the criminal justice process.

COMMUNITY FIELD SUPPORT AND COORDINATION UNIT

CORRECTIONS 26

COMMUNITY RESOURCE CENTRES AND OPEN CUSTODY RESIDENCES

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3475

Community Resource Centres house **inmates** serving sentences in Ontario correctional institutions operated by community organizations under contract to the Ministry. An inmate wishing to pursue an employment or education program outside the institution can apply for a transfer to the Community Resource Centre for **counselling and vocational** skills training. Inmates are subject to rules ensuring behaviour in the best interests

of the community and failure to abide by the rules or to make good use of the program, results in an inmate's return to the correctional institution.

In order to meet the special needs of young persons with open custody dispositions, now available to youth court judges under the Young Offenders Act, the ministry is developing **open custody** residences for young offenders in strategic locations throughout the province thus ensuring that young persons are close to their parents, schools, places of employment, etc.

COMMUNITY FIELD SUPPORT AND
COORDINATION UNIT
BAIL VERIFICATION AND SUPERVISION
2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3475

CORRECTIONS 27

The Bail Verification and Supervision Program is directed at reducing the number of remanded incarcerated persons. The unit provides information to the courts on the accused's ability to post **bail** or obtain a surety. In certain cases bail supervision is offered as an alternative to incarceration pending disposition of charges.

COMMUNITY FIELD SUPPORT AND
COORDINATION UNIT
COMMUNITY SERVICE ORDERS
2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3475

CORRECTIONS 28

Community Service Orders (**CSO**) are given to non-violent offenders as a condition of a **probation** order. The work performed would not otherwise be carried out except by **volunteers**. In some instances offenders provide direct service to their victims in reparation.

COMMUNITY FIELD SUPPORT AND
COORDINATION UNIT
NATIVE PROGRAM COORDINATION
2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3475

CORRECTIONS 29

Native Program Coordination assists in the development of policies and training related to the problems of **Native peoples** who are **inmates** in Ontario **correctional institutions**. It is also responsible for the development of institutional and community based programs directed to the needs of Native inmates and serves as liaison with Native organizations of Ontario.

COMMUNITY FIELD SUPPORT AND
COORDINATION UNIT
FINE OPTIONS PROGRAM

CORRECTIONS 30

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3475

The Fine Options Program is a pilot project offering an alternative to incarceration for non-payment of fines under the **Provincial Offences Act**. Individuals **volunteer** to do community service work at the minimum wage rate to accumulate credits towards fine payment. The program is available to individuals in the pilot areas when a fine is in default. The pilot projects continue to be studied for possible expansion.

COMMUNITY FIELD SUPPORT AND
COORDINATION UNIT
RESTITUTION PROGRAM

CORRECTIONS 31

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3475

Selected **probationers** with potential restitution conditions are often encouraged to meet with the victims of the **crimes** and with a third party mediator to determine how the victims will receive **restitution** - in cash or kind. Similar programs are encouraged for selected **inmates** in Ontario correctional institutions, whereby they are placed in a Community Resource Centre, obtain suitable employment and make restitution to their victims.

OFFENDER EDUCATION AND TRAINING UNIT

CORRECTIONS 32

2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3366

Educational programming for **inmates** in **correctional institutions** includes academic, technical, vocational and life skills courses. Basic reading and mathematics are provided and **apprenticeship** and secondary school credits can be earned.

Boards of Education have been engaged to provide programming for **young offenders** aged 16 and 17 years who are the responsibility of the Ministry. They also operate continuing **education** activities in adult basic education (i.e., literacy and numeracy) in many jail and detention centre sites.

The division's five regional offices and the correctional institutions in each region are listed under the Operations Division entry.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN)

ONTARIO BOARD OF PAROLE

CORRECTIONS 33

2195 Yonge St., Ste. 201
 Toronto M4S 2B1
 416-963-0368

The Ontario Board of Parole considers for **parole** those **inmates** serving sentences of up to two years less a day in provincial institutions. The Chair is responsible for the overall administration of the Board and for five Regional Boards and their members. The Regional Boards are responsible to the Chair of the Ontario Board of Parole for all parole considerations made in the regions.

Chair's Office

2195 Yonge St., Ste. 201
 Toronto M4S 2B1
 416-963-0700

Eastern Regional Parole Board

1055 Princess St., Ste. 307
 Kingston K7L 1H3
 613-547-3461

Central Regional Parole Board

2195 Yonge St., Ste. 204
 Toronto M4S 2B1
 416-963-0880

Western Regional Parole Board

785 York Rd.
 P.O. Box 1716
 Guelph N1H 6Z9
 519-822-0482

West Central Regional Parole Board

491 Steeles Ave. E., Rm. 134
 Milton L9T 1Y7
 416-876-4733

Northern Regional Parole Board

128 Larch St., Ste. 502
 Sudbury P3E 5J8
 705-675-4227

ACTS**ACTS**

CORRECTIONS 34

The Ministry of Correctional Services administers the Ministry of Correctional Services Act, as amended.

MINISTRY OF EDUCATION

Mowat Block, 900 Bay St.

Queen's Park, Toronto M7A 1L2

The Ministry of Education ensures the provision of elementary and secondary school education in Ontario, including correspondence courses, and schools for the deaf, the blind and the handicapped.

One of the oldest ministries in the Ontario government, the Ministry of Education was established in February 1867. It is responsible for determining the general direction of education and policy in the elementary and secondary schools of the province. Other responsibilities include: providing broad guidelines for the curriculum of Ontario schools; approving the list of textbooks from which school boards make selections for schools; establishing requirements for student diplomas and certificates; setting requirements for and issuing teaching certificates; distributing funds allocated by the Legislature for assisting school boards with the costs of operating schools; making regulations to govern the school year and holidays of students, the organization of schools and the duties of teachers and school board officials.

ASSISTANT DEPUTY MINISTER FRANCO-ONTARIAN EDUCATION

EDUC 1

Mowat Block, 22nd Flr.

900 Bay St.

Queen's Park, Toronto M7A 1L2

416-965-2190

The office of the Assistant Deputy Minister, **Franco-Ontarian Education** advises the Ministers on all matters pertaining to the **education** of Francophones at the elementary and secondary levels.

La sous-ministre adjointe à l'éducation franco-ontarienne est responsable d'aviser le ministre de l'Éducation sur tous les aspects qui ont trait à l'éducation des francophones aux paliers élémentaire et secondaire.

CORPORATE PLANNING AND POLICY

POLICY ANALYSIS AND RESEARCH BRANCH

EDUC 2

900 Bay St., Mowat Block, 15th Flr.

Queen's Park, Toronto M7A 1L2

416-965-6789

The Policy Analysis and Research Branch provides analysis and advice on the Ministry of Education's policies and identifies current issues to be addressed. It regulates the contracting of **educational research** production and disseminates the results of research to school boards, government and the public (965-3141). Research findings of the ministry's **contracts** are **published** through the Ontario Government Bookstore (see MGS Publications Services entry).

The branch gathers, validates and analyses data on **school boards**, **schools**, colleges and **universities** (965-2609/3156), and develops and maintains education **statistics** and publications (965-2636).

The branch also operates a public **Information Service**, which answers written and telephone enquiries on all education-related matters and acts as a reference source for a wide

and divergent audience (telephone 965-6407 in area code 416; outside Metropolitan Toronto calling area, the toll-free number is 1-800-268-7501; in the 807 calling area, ask operator for Zenith 64140).

The branch has an **Information Centre** (965-1451) which maintains a collection of books, periodicals and reports, provides **library** reference, research and current awareness services to staff, and operates a **reading room** (965-1451) offering public access to publications, statutes, regulations, manuals and internal procedures of the ministry.

LEGISLATION BRANCH

EDUC 3

900 Bay St., Mowat Block, 18th Flr.
Queen's Park, Toronto M7A 1L2
416-965-2228

The Branch provides legislative and legal services for policy initiation and revision of laws through which planned change may take place. It ensures that Ministry action is consistent with the statutory and regulatory framework of the province. The branch offers consultative services to the Ministry of Education, agencies, school boards and the public to facilitate the implementation of Government policy. Administrative services for processing legal documents and executing legal procedures, as required by educational legislation on behalf of the Minister, are also provided by this branch.

EDUCATION LIAISON AND EXCHANGE BRANCH

EDUC 4

900 Bay St., Mowat Block, 14th Flr.
Queen's Park, Toronto M7A 1L2
416-965-5620

The branch encourages educational and **cultural exchanges** of **students** and **teachers** (965-5635) and may provide **grants** for these projects, including: **International Student Exchange** (965-5606), **Ontario-Quebec Student Exchange** (965-5989), **Ontario-Quebec School Twinning** (965-5989), **Ontario Young Travellers** (965-9116), **School Twinning** (e.g., **Project Canada** 965-9116), **Teacher Exchange Programs**, **international** and **inter-provincial** (965-5635). In cooperation with the Department of External Affairs, the branch administers **Canadian Studies Seminars** for European teachers (965-9132). The branch also coordinates seminars in Europe for Ontario educators (965-5635). It administers the **Second-Language Monitor Program** in which bilingual university students act as monitors to teachers of **French** or **English as a Second Language** (965-5996), the **Ontario Student Leadership Centre** (965-6410), the Ontario Secondary School Students' Association (965-1134), and the **Summer Employment for Students** program (965-9116). The branch assists school boards in celebrating **Education Week** (965-6329). It provides Ministry of Education liaison with the **Council of Ministers of Education, Canada (CMEC)** (965-6329) and with provincial educational organizations. It also liaises with other ministries, the federal government and all Native bands, associations and individuals regarding education for and about **Native peoples** (965-9672).

CORPORATE PLANNING AND FINANCIAL MANAGEMENT BRANCH

EDUC 5

900 Bay St., Mowat Block, 19th Flr.
Queen's Park, Toronto M7A 1L2
416-965-5921

The Corporate Planning and Financial Management Branch consists of four sections.

The Financial Management and Control Section (965-3100) provides ministry liaison with the Management Board Secretariat, which involves coordination of submissions and implementation of minutes. The Section advises and assists branches and senior management with budgetary problems; administers funds allocation and estimates; and monitors and reports on expenditure and revenue. The section operates the Ministry's **Management by Results (MBR)** program.

Operational Planning and Development Section (965-0886) assists in designing and implementing improvements in management and administrative processes. It coordinates the Ministry's annual program planning process and monitoring of plan implementation; provides analytical support to senior management; and assists managers in identifying and resolving specific problems. The section ensures adherence to Management Board's reporting requirements and is accountable for achieving results (Management By Results (MBR)).

The Strategic Planning Section identifies current trends and research findings of importance to the future improvement of public education in Ontario; develops and monitors strategic planning processes for use within the Ministry and school boards of the province; and determines long-range issues and future directions for improving public education in the province.

The Teachers' Superannuation Section provides Ministry liaison with the Teachers' Superannuation Commission.

LEARNING SERVICES

PROGRAM IMPLEMENTATION AND REVIEW BRANCH

EDUC 6

900 Bay St., Mowat Block, 18th Flr.
Queen's Park, Toronto M7A 1L2
416-965-8301

The Program Implementation and Review Branch advises on policies and procedures for evaluation of **student** achievement program effectiveness, personal performance and system efficiencies. It also advises on the implementation of Ministry policies and programs, supervisory services related to school **safety** and health, inspection of **private schools** foreign student policy and the services of the **Provincial School Attendance Counsellor**

SCHOOL BUSINESS AND FINANCE BRANCH

EDUC 7

900 Bay St., Mowat Block, 21st Flr.
Queen's Park, Toronto M7A 1L2
416-965-6401

The School Business and Finance Branch develops and administers the General Legislative **Grants** formula supporting **school boards**; sets financial accounting and enrolment reporting standards; and oversees the **audit** of financial statements of school boards, which includes liaison with the accounting profession. **Architectural** advice is given to school boards and architects on building needs and controls the branch allocation of capital funds for the construction of elementary and secondary **schools**. The branch determines and issues final approval for costs of school board capital projects approved for provincial funding (965-9676) and conducts **energy conservation research** in schools.

REGIONAL OFFICES

EDUC 8

The Regional Offices inform school systems about Ministry programs and policies on **education** and ensure, in collaboration with local boards, that these policies are carried out. They inform the central office of the Ministry about activities and issues in school systems; make recommendations for action and policy formulation; help **school boards** to develop means of implementing and reviewing their programs; offer program administration support and supervisory officer services to boards whose size precludes an administrative structure; inspect **private schools**; maintain liaison with the public, **universities** faculties of education, other Ministries and related bodies and administer programs and policies delegated to regional directors. There are six regional offices in Ontario:

Western Ontario Region

759 Hyde Park

London N6H 3S6

519-472-1440

For toll-free number see

blue pages of telephone directory

Midnorthern Ontario Region

199 Larch St.

Sudbury P3E 5P9

705-675-4401

For toll-free number see

blue pages of telephone directory

Northeastern Ontario Region

Box 3020

447 McKeown Ave.

North Bay P1B 8K7

705-474-7210

For toll-free number see

blue pages of telephone directory

Northwestern Ontario Region

Box 5000

Thunder Bay P7C 5G6

807-745-1571

For toll-free number see

blue pages of telephone directory

Eastern Ontario Region

1580 Merivale Rd.

Ottawa K2G 4B5

613-225-9210

For toll-free number see

blue pages of telephone directory

Central Ontario Region

Heron's Hill Bldg., Ste. 3201

2025 Sheppard Ave. E.

Toronto M2J 1W4

416-491-0330

For toll-free number see

blue pages of telephone directory

SCHOOL BOARD SERVICES UNIT

EDUC 9

900 Bay St., Mowat Block, 23rd Flr.

Queen's Park, Toronto M7A 1L2

416-965-6669

This unit services members of the **Educational Computing Network of Ontario (ECNO)**, which is a cooperative of **school boards** that share administrative application software, application support and technical support. The systems marketed, developed, maintained and supported by the unit deal with student administration, payroll/personnel, finance, bus transportation planning and management, enrolment projection, grants calculation, audio/visual booking and student guidance information (SGIS). The unit is also responsible for planning long-term development of a data communication network which will connect all school boards for educational and administrative purposes.

LEARNING PROGRAMS

CENTRE FOR EARLY CHILDHOOD AND ELEMENTARY EDUCATION

EDUC 10

900 Bay Street
Mowat Block, 17th Flr.
Queen's Park, Toronto M7A 1L2
416-965-8948

The Centre for Early Childhood and Elementary Education establishes, renews, and extends policies and practices affecting the Primary and Junior Divisions, and the first two years of the Intermediate Division, in order to meet the **educational** needs of pupils in the publicly supported English and **French** language elementary **schools** of Ontario. The Centre develops, produces, and disseminates circulars, guidelines, memoranda, and curriculum resource materials. It also assists branches responsible for research and evaluation, learning resources development, textbooks, and curriculum implementation and review.

CENTRE FOR SECONDARY AND ADULT EDUCATION

EDUC 11

900 Bay St., Mowat Block, 16th Flr.
Queen's Park, Toronto M7A 1L2
416-965-2666

The Centre for Secondary and Adult Education develops, produces and disseminates circulars, **curriculum** guidelines, memoranda and curriculum resource materials in both English and **French** for the intermediate and senior divisions (grades 9 to 12 and Ontario Academic Courses) to assist school boards in developing programs and courses for the publicly-supported schools of the province. The Centre recommends policies and priorities for grades 9 to 12, Ontario Academic Courses and continuing **education** and provides specialized expertise and practical assistance to branches responsible for research and evaluation, learning resources development, textbooks, and curriculum implementation and reviews. The **Student Guidance Information Service (SGIS)** (965-3592) provides schools with computerized **career** and institutional information to assist pupils in making decisions about their post-secondary education and careers.

SPECIAL EDUCATION AND PROVINCIAL SCHOOLS BRANCH

EDUC 12

900 Bay St., Mowat Block, 17th Flr.
Queen's Park, Toronto M7A 1L2
416-965-2662

Special Education Branch advises the Minister of Education on program policy regarding the education of exceptional pupils in elementary and secondary **schools** and schools for the **trainable retarded**. It provides liaison with professional and parent associations and government agencies regarding programs and services for exceptional pupils. **Special education** resource materials are planned and produced to assist school board personnel in developing programs and services. The branch also assists in the development of guidelines for **special education** additional qualifications courses offered by the faculties of education.

Education programs are provided in Schools for the Blind and Deaf, Demonstration Schools for the Learning Disabled, and Training Schools. The schools offer educational

programs and services to a variety of client populations, including school boards, teachers and pupils, where direct participation of the provincial government is appropriate to ensure equality of educational opportunity for the pupils served.

The Branch also operates five Regional Schools for Nursing Assistants for the Ministry of Colleges and Universities.

SPECIAL EDUCATION AND PROVINCIAL SCHOOLS BRANCH

EDUC 13

DEMONSTRATION SCHOOLS

900 Bay St., Mowat Block, 17th Flr.

Queen's Park, Toronto M7A 1L2

416-965-2619

The Demonstration Schools (965-2662), listed below, are residential and are designed for **children** with severe **learning disabilities** and **language** learning disorders, who cannot otherwise receive an appropriate education from their local school boards. The Trillium and Sagonaska Schools are for English-speaking pupils while Centre Jules Leger is for French-speaking students.

The Demonstration Schools provide resource assistance to local school boards which operate **school** programs for exceptional students, in-service teacher education programs in instructional techniques and learning materials for board-sponsored personnel.

Trillium School
347 Ontario St. S.
Milton L9T 3X9
416-878-8428

Sagonaska School
350 Dundas St. W.
Belleville K8P 1B2
613-962-8658

Centre Jules Leger
200 Wilbrod Street
Ottawa K1N 6L5
613-234-0166

SPECIAL EDUCATION AND PROVINCIAL SCHOOLS BRANCH

EDUC 14

SCHOOLS FOR THE BLIND AND DEAF

900 Bay St., Mowat Block, 17th Flr.

Queen's Park, Toronto M7A 1L2

416-965-2312

Five **schools** (listed below) provide direct day/residential education programs for the **blind**, **deaf** and **deaf/blind**. The Robarts and E. C. Drury Schools offer five-day instruction, while the Sir James Whitney and W. Ross Macdonald Schools have seven-day residential programming. Centre Jules-Léger provides residential education programs for **Francophone deaf students**.

The Ministry operates a teacher education centre in Belleville for **teachers** of the deaf. The W. Ross Macdonald School, in conjunction with the University of Western Ontario, provides training for teachers of both the blind and the deaf/blind. **French** language teacher training and resource services are supplied by Centre Jules-Léger in conjunction with the University of Ottawa.

The Schools for the Blind and Deaf and Centre Jules-Léger also serve as resource centres for local school boards operating day programs for exceptional pupils, and provide services to parents and other agencies.

*The Sir James Whitney School
(Deaf)*
350 Dundas St. W.
Belleville K8P 1B2
613-962-5361
TTY/TDD Service 613-962-6566

*The W. Ross Macdonald School
(Blind and Deaf/Blind)*
350 Brant Ave.
Brantford N3T 3J9
519-759-0730

*The Robarts School
(Deaf)*
1090 Highbury Ave.
Box 7300
London N5Y 4V9
519-453-4400
TTY/TDD Service 519-453-4400

*The Ernest C. Drury School
(Deaf)*
255 Ontario St.
Milton L9T 2M5
416-878-2851
TTY/TDD Service 416-878-7195

Centre Jules-Léger
200 Wilbrod Street
Ottawa K1N 6L5
613-234-0166

*Teacher Training (Deaf)
The Teacher Education Centre*
350 Dundas St. W.
Belleville K8P 1B2
613-962-5361

SPECIAL EDUCATION AND PROVINCIAL
SCHOOLS BRANCH
TRAINING SCHOOLS

EDUC 15

900 Bay St., Mowat Block, 17th Flr.
Queen's Park, Toronto M7A 1L2
416-965-4568

The Branch offers education programs in the Training **Schools** listed below, which provide **Young Offende** Services and Programs designated as secure custody, temporary detention or secure treatment, under The Child and Family Services Act, 1984.

Brookside School
Box 845
Cobourg K9A 4S3
416-372-5451

Syl Apps School
475 Iroquois Shore Rd.
Oakville L6J 5E8
416-844-4110

Sprucedale School
Box 606
Simcoe N3Y 4L8
519-426-3561

Cecil Facer School
Box 850, Station 'B'
Sudbury P3E 4S3
705-522-1250

EDUC 16

**SPECIAL EDUCATION AND PROVINCIAL
SCHOOLS BRANCH**
REGIONAL SCHOOLS FOR NURSING ASSISTANTS
900 Bay St., Mowat Block, 17th Flr.
Queen's Park, Toronto M7A 1L2
416-965-4568

Nursing assistant programs are provided in five regional schools listed below.

The Hamilton School
430 York Blvd.
Hamilton L8N 1Y5
416-529-1187

The Thunder Bay School
1111 Victoria Ave., 2nd Flr.
Thunder Bay P7C 1B7
807-475-1615

The London School
205 York St., 2nd Flr.
London N6A 1B4
519-432-7506

The Toronto School
90 Gerrard St. W., 3rd Flr.
Toronto M5G 1J6
416-965-2131

The Sudbury School
40 Larch St., 3rd Flr.
Sudbury P3E 5M7
705-673-5001

COMPUTERS IN EDUCATION CENTRE
900 Bay St., Mowat Block, 24th Flr.
Queen's Park, Toronto M7A 1L2
416-965-0692

EDUC 17

The Computers in Education Centre provides leadership in the development and use of information **technologies** to support the curriculum in Ontario's elementary and secondary **schools**. It assists companies in producing **educational** software licensed for use in Ontario schools and recommends policy on appropriate educational hardware. The Centre offers assistance and advice to **teachers**, administrators and other school board personnel on the effective use of electronic technology for educational purposes at a classroom and board level. It is also responsible for The Computer Studies Curriculum Guideline, including the Ontario Academic Course (OAC).

Part of the Centre is **ONTERIS (Ontario Education Resources Information System)**, which develops online databases of research and reports on education, curriculum documents, educational software and other learning materials.

INDEPENDENT LEARNING CENTRE (ILC)

EDUC 18

909 Yonge St.
 Toronto M4W 3G2
 416-965-2657
 1-800-268-7065 (toll-free from most Ontario areas)
 To call toll-free from 807 area code
 ask operator for Zenith 65030

The Independent Learning Centre (**ILC** , formerly called Correspondence Education, provides free home-study courses for Ontario residents who wish to obtain credits towards a high school diploma, upgrade basic skills, or study for enjoyment. More than 160 secondary **school** courses are offered in English and **French**. Courses may be started or completed, and certificates and **diplomas** awarded, at any time of the year.

ILC also offers a non-credit **adult** basic **education** program including **English as a Second Language** and literacy courses. An elementary program is provided only for **children** who are unable to attend school due to extended illness, distance from school, or lack of transportation facilities.

For more information, request the 'Student Guide' by phoning, writing or visiting the Independent Learning Centre.

PROFESSIONAL DEVELOPMENT BRANCH

EDUC 19

900 Bay St., Mowat Block, 18th Flr.
 Queen's Park, Toronto M7A 1L2
 416-965-6126

The Professional Development Branch provides registrar services for **teacher** and **student** certification. The Branch administers supervisory officer's examinations and principals' courses. It also operates the **French** Language Professional Fund for teachers.

ADMINISTRATION

COMMUNICATION SERVICES BRANCH

EDUC 20

900 Bay St., Mowat Block, 14th Flr.
 Queen's Park, Toronto M7A 1L2
 416-965-6407
 Toll free: 1-800-268-7501
 Area Code 807 ask
 operator for Zenith 64140

The branch operates public information programs, stages exhibits and displays in support of Ministry activities and supervises the production of all Ministry publications.

FINANCIAL SERVICES BRANCH

EDUC 21

900 Bay St., Mowat Block, 20th Flr.
 Queen's Park, Toronto M7A 1L2
 416-965-2613

Financial Services Branch provides the Ministry of Education and the Ministry of Colleges and Universities with payroll, accounts payable, expenditure accounting and reporting services. It collects revenues for **federal** cost-sharing programs, student awards receivables and other ministry programs; arranges with Treasury for the transfer of

grants to school boards colleges and universities and offers financial advisory services for transfer payment administration to all branches.

ADMINISTRATIVE SERVICES BRANCH

EDUC 22

900 Bay St., Mowat Block, 7th Flr.

Queen's Park, Toronto M7A 1L2

416-965-3966

This Branch provides administrative services to both the Ministry of Education and the Ministry of Colleges and Universities. Responsibilities include purchasing of goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, records management, assets management and maintenance of policy and procedures manuals. The branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. The branch is also responsible for office safety supervision.

INFORMATION TECHNOLOGY AND SYSTEMS BRANCH

EDUC 23

900 Bay St., Mowat Block, 23rd & 17th Flrs.

Queen's Park, Toronto M7A 1L2

416-965-2348

The Information Technology and Systems Branch (965-6649) is responsible for the strategic, tactical and operational planning of the Ministry's information **technology** as well as the investigation, research, development and implementation of new advanced technologies. The Branch provides consulting services and distributed computing support and training, and prepares business cases and opportunity assessments on behalf of individual branches.

Through the **User Application Support Centre** (965-6149), the use of distributed computing and application software packages is promoted and training programs in the use of **computers** and application software are conducted. The Branch is also responsible for providing effective, economical and relevant data processing services to users within the Ministry of Education, the Ministry of Colleges and Universities and the Ministry of Skills Development.

The Systems Services Section (965-1043) offers systems development and maintenance and systems and EDP technical consulting services.

The Operations Services Section (965-3686) offers computer operations, data control, data entry and 5520 support.

INTERNAL AUDIT BRANCH

EDUC 24

900 Bay St., Mowat Block, 19th Flr.

Queen's Park, Toronto M7A 1L2

416-965-3939

Internal Audit Branch (965-3939) monitors operations which have financial consequences in order to maximize their efficiency and effectiveness. It assures compliance with financial policies and guidelines and confirms the integrity of records on which financial and management decisions are based.

HUMAN RESOURCES BRANCH

EDUC 25

900 Bay St., Mowat Block, 20th Flr.
 Queen's Park, Toronto M7A 1L2
 416-965-2222

The Human Resources Branch consists of three sections:

The Personnel Administration Section (965-2222) works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their unit. It is responsible for the establishment of Ministry personnel policies and procedures, the creation of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, investigation of employee grievances and all matters affecting working conditions and performance. It maintains the Ministry's personnel and employee benefit records, and liaises with the Management Board of Cabinet and Ontario Public Service Employees Union (OPSEU).

The Planning and Development Section (965-5833) coordinates human resources planning and development within the Ministry, which includes the development and maintenance of Leadership Inventory and the implementation of performance appraisal, management and staff development.

The **Equal Opportunity/Affirmative Action** Section (965-2060) coordinates the development, implementation and evaluation of affirmative action policy and program initiatives to improve the status of female employees in the Ministry with the aim of ensuring equal opportunity for women. The Section also liaises with provincial school boards; coordinates the Affirmative Action Incentive Fund which assists Ontario school boards in developing and implementing affirmative action/employment equity programs for their women employees; and works closely with ministry officials involved in ensuring sex equity in curriculum.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's Communication Services Branch.

EDUCATION RELATIONS COMMISSION

EDUC 26

111 Avenue Rd.
 Toronto M5R 3J8
 416-922-7679

The Education Relations Commission (ERC) was established in 1975 to administer the **collective bargaining** process between **teachers** and **school boards** and to further harmonious relations between the parties. It monitors and assists in negotiations, supervises voting by teachers, provides a common database for collective bargaining, and advises the Lieutenant Governor-in-Council when a strike or a lockout is jeopardizing students' education.

LANGUAGES OF INSTRUCTION COMMISSION OF ONTARIO

EDUC 27

25 Grosvenor St.
Toronto M4Y 1A9
416-965-3155

The Languages of Instruction Commission of Ontario was established to help resolve disputes over the provision of **education** programs in the **language** of a **French** or English minority group. The Commission intercedes in conflicts between **school boards** and their language advisory committees, or language councils and groups of rate payers.

La Commission ontarienne des langues d'enseignement fut créée pour aider à résoudre des mécontentements relatives aux programmes éducatifs offerts dans la langue de la minorité, en français ou en anglais, selon le cas. Ces mécontentements peuvent avoir lieu entre un conseil scolaire et son comité consultatif de langue française ou anglaise, selon le cas; ou encore entre le conseil de l'enseignement en langue française ou anglaise, selon le cas, et des contribuables.

PROVINCIAL SCHOOLS AUTHORITY

EDUC 28

909 Yonge St.
Toronto M4W 3G2
416-965-0466

The Provincial Schools Authority was established under the Provincial Schools Negotiations Act in 1975. The authority is the legal employer of **teachers** in educational programs operated by the Ministries of Correctional Services and Education. It negotiates, on behalf of those ministries, with the organization representing the teachers, who have the same **bargaining** rights as those employed by school boards. The authority is also responsible for the administration of the collective agreement.

COUNCIL FOR FRANCO-ONTARIAN EDUCATION

EDUC 29

880 Bay St., Ste. 203
Toronto M7A 1L2
416-963-1125

The Council for Franco-Ontarian Education advises the Minister of Education and the Minister of Colleges and Universities on all matters concerning the **education** of **Franco-Ontarians** at the elementary, secondary and post-secondary levels.

Le Conseil de l'éducation franco-ontarienne est un organisme consultatif auprès du ministre de l'éducation et du ministre des collèges et universités. Son mandat est de conseiller les ministres sur toutes questions relatives à l'éducation des Franco-Ontariens aux niveaux élémentaire, secondaire et postsecondaire.

TEACHERS' SUPERANNUATION COMMISSION

EDUC 30

190 Finch Ave. W.
Willowdale M2R 1M4
416-226-2700

The Teachers' Superannuation Commission provides **pensions** under the Teachers' Superannuation Act for **teachers** in elementary and secondary fields, who hold a valid Ontario Teaching Certificate. These pensions are provided upon retirement or early retirement because of physical or mental disability. The commission is composed of five people appointed by the Ministry and one member elected from each of the following:

The Ontario Public School Teachers' Federation, Ontario English Catholic Teachers' Association, Association des Enseignants Franco-Ontariens, Ontario Secondary School Teachers' Federation, and Federation of Women Teachers' Association of Ontario.

ACTS

ACTS

EDUC 31

The following is a list of Acts administered by the Ministry of Education. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's Legislation Branch or Communications Services Branch.

Education Act
 Essex County French-language Secondary School Act, 1977
 Lake Superior Board of Education Act, 1976
 Ontario Institute for Studies in Education Act
 Ontario School Trustees' Council Act
 Provincial Schools Negotiations Act
 School Boards and Teachers Collective Negotiations Act
 School Trust Conveyances Act
 Teachers' Superannuation Act
 Teaching Profession Act
 Leeds and Grenville County Board of Education
 and Teachers Dispute Act, 1981
 Wellington County Board of Education
 and Teachers Dispute Settlement Act, 1985

MINISTRY OF ENERGY

56 Wellesley St. W.
Toronto M7A 2B7

An Advisory Committee on Energy, appointed by an Order in Council in August, 1971, recommended that a separate Ministry for Energy be established which would develop a comprehensive and coordinated energy policy for the Province. At that time, energy matters in Ontario were affected by 38 major acts and 9 ministries were involved to varying degrees. This recommendation was accepted and a new ministry, under the Ministry of Energy Act, was established in 1973.

The following groups, each under the direction of an executive coordinator or equivalent, were part of the new ministry: Energy Technology, Information and Analysis, Legal Services and Conventional Energy. This structure remained until August, 1977, when an Energy Conservation Group was formed. Its functions replaced most of those of the Energy Technology Group, which ceased to exist about a year later. This new group included information service to the public. The Information and Analysis Group, which had provided library services and statistical information rather than general public information, was renamed Strategic Planning and Analysis Group, to avoid confusion and to reflect its changing role.

In October, 1977, the Energy Conservation Group expanded to become the Conservation and Renewable Energy Group. This organization was divided into two groups in 1983.

In February, 1981, the Communications Group was created due to increasing demand for communication services. Staff previously with Conservation and Renewable Energy Groups Information Services unit were merged with other communications staff in the Ministry to allow for more effective planning and delivery of communication services.

In November, 1984, the organization was re-structured. The Ministry is now organized into the following divisions: Policy and Planning, Programs and Technology, Communication and Management Services and Legal Services Branch.

MINISTRY OF ENERGY

In Toronto, Call 416-965-2459

Elsewhere in Ontario, Ask
Operator for Zenith 80420

ENERGY 1

The Ministry of Energy ensures that Ontario has an adequate and secure supply of **energy** that meets the needs of Ontario residents and industry, at reasonable prices, in a manner consistent with environmental protection. To fulfill this responsibility, the Ministry works with other ministries, agencies of the government and the energy sector. Functions include: reviewing and advising on energy matters and policy; maintaining liaison between the government and **Ontario Hydro**; coordinating the government's activities; supporting research development and demonstration of energy technologies; promoting effective and efficient use of energy; and intervening before provincial and federal tribunals. The Minister of Energy reports to the Legislature for Ontario Hydro, the **Ontario Energy Board** and the **Ontario Energy Corporation**, which function independently of the Ministry. For general information on this Ministry, call the numbers listed above. The Ministry's programs and agencies are described in the entries that follow.

LEGAL SERVICES BRANCH

ENERGY 2

56 Wellesley St. W., 12th Flr.
Toronto M7A 2B7
416-965-6251

Legal Services Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations, and the preparation and review of proposed legislation, regulations and other legal documents. It supplies general legal services such as preparing contracts, representing the Ministry before tribunals, etc.. The Legal Services Branch is responsible to the Attorney General's Office.

COMMUNICATION AND MANAGEMENT SERVICES DIVISION

COMMUNICATION AND MANAGEMENT
SERVICES DIVISION

ENERGY 3

56 Wellesley St. W.
Toronto M7A 2B7
416-965-1467

The Division provides communication services for the Ministry and its line components, and promotes effective management of resources. It is divided into the Communication Services Branch and the Management Services group. The Management Services group consists of the Office of the Comptroller, the Staff Services Section, the Information Systems Section, the Evaluation and Audit Office and the Affirmative Action Coordinator.

The reference **library** (965-9174) and **reading room** service the needs of staff and give public access (on an appointment only basis) to Ministry publications, statutes, and some manuals and internal procedures.

EMPLOYMENT EQUITY/AFFIRMATIVE ACTION
PROGRAM

ENERGY 4

56 Wellesley St. W., 9th Flr.
Toronto M7A 2B7
416-965-3869

The Ministry's Employment Equity/Affirmative Action Program coordinator assists line managers in developing, promoting and coordinating plans to improve the status of the Ministry's female employees, and ensure equal opportunity for women. Activities include counselling female employees on job-related issues and career goals.

COMMUNICATION SERVICES BRANCH

ENERGY 5

62 Wellesley St. W., Main Flr.
Toronto M7A 2B7
In Toronto, call 416-965-3246
Elsewhere in Ontario, ask
Operator for Zenith 80420

The Communication Services Branch provides information on **energy** policy, research, conservation and renewable energy technology etc.. General inquiries should be directed to 965-3246; media inquiries to 965-5237.

The Branch provides corporate communication services to the Minister and senior management in order to promote the Ministry's policies and programs. Activities include the

planning, coordination and production of displays, audio visuals, print materials, seminars, conferences and advertising.

ENERGY POLICY AND PLANNING DIVISION

ENERGY POLICY AND PLANNING DIVISION

ENERGY 6

56 Wellesley St. W., 11th Flr.

Toronto, M7A 2B7

In Toronto call 416-965-3246

Elsewhere in Ontario, ask

Operator for Zenith 80420

The Energy Policy and Planning Division is responsible for the development, review and presentation of policies and priorities related to the supply, demand and pricing of all forms of energy. It also handles the analysis and collection of available energy information to provide a framework for policy and program initiatives. The Division is comprised of the Oil and Gas Section; the Electricity Section; the Economics and Forecasts Section and the Finance, Rates and Utilization Section.

OIL AND GAS SECTION

ENERGY 7

56 Wellesley St. W., 11th Flr.

Toronto M7A 2B7

416-965-3634

The Oil and Gas Section provides analyses and policy advice on issues relating to the supply, distribution and pricing of crude **oil**, **petroleum** products, **petrochemical** feedstocks and **natural gas**. It represents Ontario's interests before the federal government, other jurisdictions, and regulatory hearings. The section also offers policy advice and analyses on the role, supply and pricing of alternative **fuels**.

ELECTRICITY SECTION

ENERGY 8

56 Wellesley St. W., 11th Flr.

Toronto M7A 2B7

416-965-1593

The Electricity Section provides analyses and policy advice relating to the means of generating electricity and its distribution by Ontario Hydro, municipal utilities and the private sector. It represents Ontario's interests before the federal government, other jurisdictions, and regulatory hearings.

The Section also encourages economic development and utilization of indigenous **hydraulic** resources, and offers policy advice and analysis on the role of alternative **electrical** generation.

ECONOMICS AND FORECASTS SECTION

ENERGY 9

56 Wellesley St. W., 11th Flr.

Toronto M7A 2B7

416-965-7939

The Economics and Forecasts Section collects and disseminates **statistical** information on Ontario's **energy** situation. It gives advice and prepares analyses on Canadian and international economic developments, and the impact of energy environment changes on the national and provincial economies. This section assists in developing policies on revenue

sharing, taxation, deregulation and pricing of all energy forms. It also forecasts energy prices in Ontario and long-term requirements for oil, gas, coal and electricity.

FINANCE, RATES AND UTILIZATION SECTION

ENERGY 10

56 Wellesley St. W., 11th Flr.

Toronto M7A 2B7

416-965-0269

The Finance, Rates and Utilization Section provides advice and analyses on the financial impact of changes in the energy environment and policy on government, the energy industry, and the private sector. This section also examines the effect on the energy sector of changes in the business and financial environment, tax policy and program financing. Policy advice and analysis is given on rates, tolls and tariffs for the sale, transportation and distribution of **energy**, and the efficient use of energy by business, industry and individuals.

CONTINGENCY PLANNING SECTION

ENERGY 11

56 Wellesley St. W., 11th Flr.

Toronto M7A 2B7

416-965-7818

The **Energy** Contingency Planning Section provides analyses, policy advice and coordination on the development, maintenance and implementation of an effective provincial contingency plan for a possible future **oil** shortage. It advocates Ontario's position to the federal government, other provincial governments and municipal governments. This program terminated on March 31, 1987, but the plan will be maintained and updated, as required.

PROGRAMS AND TECHNOLOGY DIVISION

PROGRAMS AND TECHNOLOGY DIVISION

ENERGY 12

56 Wellesley St. W., 10th Flr.,

Toronto M7A 2B7

The Programs and Technology Division develops programs and activities to encourage the development and use of conservation, demand management and alternative energy options.

The division maintains expertise; promotes awareness of energy technologies, products and services; and provides assistance to government, municipalities, industry and the general public.

The management of programs and the provision of information is carried out through four operational sections: Consumer and Buildings Conservation Programs; Industry and Transportation Energy Programs; Alternative Energy Development; and Energy Technology Development.

CONSUMER AND BUILDINGS PROGRAMS SECTION

ENERGY 13

56 Wellesley St. W., 10th Flr.

Toronto M7A 2B7

416-965-4618 Government and Public Institutional

416-965-0959 Consumer Residential

416-965-8190 Municipal/Commercial

416-965-0958 Educational

416-965-6701 Residential and Buildings Technologies

The Section develops and implements **energy conservation** programs for **consumers**, homeowners, public and secondary **schools**, religious and commercial **buildings** and government/public institutional and **municipal** buildings. The Ministry provides **grants** for energy management to government/public institutional and municipal buildings. Services include technical advice, publications, displays, seminars, resource material, **films**, **curriculum** development and teaching aids. The section also deals with energy efficiency in new residential construction.

INDUSTRY AND TRANSPORTATION PROGRAMS SECTION

ENERGY 14

56 Wellesley St. W., 10th Flr.,

Toronto M7A 2B7

416-965-0297 Codes and Standards

416-965-0840 Ontario Grain Dryer Retrofit Assistance Program

416-965-0840 Greenhouse Energy Efficiency Incentive Program

416-965-2984 Transportation Energy Services Program

416-965-1308 Industrial Energy Services Program

416-965-0840 Agricultural Energy Services Program

416-965-8059 Canada/Ontario Agreement Secretariat

416-965-8059 Industrial Energy Marketing Program

The Industry and Transportation Programs Section develops and implements programs to encourage **energy** efficiency in the private sector. The Ministry provides **grants** through the Energy Support Fund under the **Industrial Energy Services Program**; Energy Monitoring Program, under the **Industrial Energy Marketing Program**; Application Demonstration Program, under the **Agricultural Energy Services Program**; Greenhouse Energy Efficiency Incentive Program and the Ontario Grain Dryer Retrofit Assistance Program. Assistance is also provided by the Industrial Energy Services Program for adoption of energy efficient processes, and by the **Transportation Energy Services Program** for vehicle selection and maintenance, and operating practices. Services include training, technical advice, publications, displays, films, seminars, energy audits and conferences. The Section also administers the Canada/Ontario Agreement on Conservation and Alternative Energy Development.

ALTERNATIVE ENERGY DEVELOPMENT SECTION

ENERGY 15

56 Wellesley St. W., 8th Flr.

Toronto M7A 2B7

416-965-0367 Alternative Transportation Fuels

416-965-0758 Energy from Waste

416-965-0758 Energy Efficient Processes

416-965-7037 Electricity Conservation

416-965-0443 Renewable Energy Technologies

416-965-0763 Small Hydro

416-965-0156 Northern Wood Energy Program

The Section assists the private sector in developing **energy conservation technologies** and supply options. Advice, information and **financial assistance** are available to share the risk of specific energy technology development. The section deals with alternative transportation **fuels** including propane, natural gas for vehicles, diesel substitution and methanol blends; production of energy from **waste** and management of a municipal solid waste program; administration of the Northern Ontario Wood Energy Program providing financial assistance to biomass projects; development of alternative electrical technologies such as cogeneration, small hydro, wind power and photovoltaics. In addition, the section is involved with energy efficient processes concerning gas and electrical technologies.

ENERGY TECHNOLOGY DEVELOPMENT SECTION

ENERGY 16

56 Wellesley St. W., 10th Flr.

Toronto M7A 2B7

416-965-3478 Electrotechnology

416-965-0309 Fuels Research

416-965-1936 EnerSearch Program

The Section assists **industry** and the **research** community in improving energy efficiency and increasing supply options. Services include technical advice, information, coordination and matching of diverse research activities and industry interest. **Funding assistance** is available through the **EnerSearch Program** and other mechanisms to share the risk of specific **energy** research and development projects. Current priorities are **electro-technology** (including the use of plasma in metallurgy and waste destruction), **microwaves** and other radiant **heat** forms in industrial applications, batteries, fuel cells and hydrogen-related research and development.

Fuels research projects include the preparation of synthetic **fuels** from biomass and ethanol from wood, and the more efficient use of **natural gas** in industrial and transportation applications.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information or communications branch.

ONTARIO ENERGY BOARD

ENERGY 17

14 Carlton St., 9th Flr.

Toronto M5B 1J2

416-598-4000

The Ontario Energy Board has jurisdiction over **energy** related matters including: regulation of **natural gas** rates; municipal franchise approvals; hydrocarbon pipeline construction and related environmental concerns; **expropriations** for utility access; and control of utility accounting procedures.

No natural gas utility operating in Ontario under the Board's jurisdiction can change its rates, construct certain facilities or enter into franchise agreements with **municipalities** without first obtaining the approval of the Board through the public hearing process.

The Board also acts in an advisory role to the Minister of Energy with regard to **Ontario Hydro**, to the Minister of Natural Resources respecting certain oil and gas production concerns; and to the Lieutenant Governor-in-Council on other energy matters.

ONTARIO ENERGY CORPORATION

ENERGY 18

56 Wellesley St. W., 12th Flr.

Toronto M7A 2B7

416-926-4200

The Ontario Energy Corporation (OEC) was established by the Government of Ontario in 1975 to implement government **energy** policies through **investment** in energy ventures. The Corporation invests in new energy technologies and exploration, primarily with private sector partners. The OEC has established three subsidiary companies through which most of its investments are managed. **Ontario Energy Ventures Ltd.** is a participant in commercially attractive projects which explore creative alternatives to conventional sources of energy or involve new energy technologies. **Ontario Energy Resources Ltd.** is a holding company for the Corporation's 25 per cent interest in **Suncor Inc.** **Onexco Oil & Gas Ltd.** invests in ventures which locate and develop oil and natural gas throughout Ontario and Canada. In addition, the company owns two-thirds of **Trillium Exploration Corporation**, which explores frontier prospects for oil and gas.

The Ontario Energy Corporation is now engaged in the process of winding down operations, and is proceeding with ongoing negotiations for the divestment of existing assets. In the interim, the Corporation is maintaining management and stewardship of its investments, commitments, and revenues in order to ensure the maximization of potential return from the disposal transactions to the shareholder.

ONTARIO HYDRO

ENERGY 19

700 University Ave.

Toronto M5G 1X6

416-592-5111

Ontario Hydro supplies electrical **energy** to the people of Ontario indirectly through 316 associated municipal utilities, and directly to more than 779,000 rural customers. The **Ontario Hydro Electrical Inspection Program** (592-3721) provides technical guidance to consultants, contractors, architects, manufacturers and customers on problems concerning installation of **electrical** equipment and adherence to the **Electrical Safety Code Book**. The **Rural Electrical Service and Billing Inquiry Program** (592-3731) answers inquiries on policy and practices from rural services. It operates **Nuclear Communications**

Centres in Pickering (416-839-0465), Bruce (519-368-8687) and Darlington (416-623-7122) to provide educational information on **nuclear power** to the public. Ontario Hydro reports to the Legislature through the Minister of Energy. The **Ontario Hydro Public Reference Centre** has information and documentation on **Ontario Hydro**, and general pamphlet material on energy (592-3331). Regional offices are listed below.

93 Bell Farm Rd.
Barrie L4M 1H1
705-728-5521
(Georgian Bay Region)

420 Dundas St. E.
Belleville K8N 5C3
613-966-6502
(Eastern Region)

1075 Wellington Rd. S.
London N6E 1M1
519-681-1390
(Western Region)

590 Graham Dr.
P. O. Box 3060
North Bay P1B 8L4
705-472-8000
(Northeastern Region)

34 Cumberland St. N., Rm. 304
Thunder Bay P7A 4L5
807-343-3411
(Northwestern Region)

5760 Yonge St.
Willowdale (Metro Toronto) M2M 3T7
416-222-2571
(Central Region)

ACTS

ACTS

ENERGY 20

The following is a list of Acts administered by the Ministry of Energy. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or information/communications branch.

Ministry of Energy Act
Ontario Energy Board Act
Ontario Energy Corporation Act
Power Corporation Act
Power Corporation Insurance Act
Rural Hydro-Electric Distribution Act
Rural Power District Loans Act

MINISTRY OF THE ENVIRONMENT

135 St. Clair Ave. W.

Toronto M4V 1P5

416-323-4321

The Ministry of the Environment's objective is to protect human health and the ecosystem by ensuring that acceptable environmental standards of air, water and land are maintained.

Established on April 1, 1972, by the Ministry of the Environment Act under Part X of An Act To Provide For The Reorganization Of The Government Of Ontario, the Ministry assumed the powers, duties and functions of the Department of the Environment. These responsibilities included air management (abatement, approvals and criteria), meteorology and air quality, phytotoxicology, auto emission control and related laboratories and waste management.

From the Ontario Water Resources Commission (OWRC), the Ministry acquired responsibility for managing quality and quantity of water, including sanitary engineering, industrial wastes, laboratory and research, and providing sewage and water facilities and relative funding. Environmental health services concerning regulation of septic tanks were transferred to the Ministry from the Department of Health.

DEPUTY MINISTER'S OFFICE

COMMUNICATIONS BRANCH

MOE 1

135 St. Clair Ave. W., 6th Flr.

Toronto M4V 1P5

416-323-4321

This Branch establishes communications policy for the Ministry, provides support to the Minister and Deputy Minister, and offers advice to other branches. Its activities include liaising with the media, answering public inquiries, and producing and distributing publications, news releases and audio-visual materials.

LEGAL SERVICES BRANCH

MOE 2

135 St. Clair Ave. W., 11th Flr.

Toronto M4V 1P5

416-323-4522

Legal Services Branch counsels the Ministry on the interpretation of statutes and regulations, and the preparation and review of proposed legislation, regulations and other legal documents. It also supplies general legal services such as preparing litigation, settling claims and acting at court hearings. The Branch is responsible to the Attorney General's Office.

CORPORATE RESOURCES DIVISION

CORPORATE RESOURCES DIVISION

MOE 3

135 St. Clair Ave. W., 14th Flr.

Toronto M4V 1P5

416-323-4271

The Division provides financial, administrative, socio-economic and human resource services to the Ministry, and develops and coordinates Ministry policies.

POLICY AND PLANNING BRANCH

MOE 4

135 St. Clair Ave. W., 12th Flr.

Toronto M4V 1P5

416-323-4554

The Policy and Planning Branch coordinates the development of Ministry policy, including socio-economic and financial components. The branch also evolves and maintains strategic and operational planning processes and coordinates scientific **research**.

HUMAN RESOURCES BRANCH

MOE 5

40 St. Clair Ave. W., 6th Flr.

Toronto M4V 1M2

416-323-5058

Human Resources Branch is responsible for human resources planning, the application of appropriate classification and compensation levels for all Ministry positions, staff recruitment and counselling, investigation of employee grievances, job classification, working conditions and performance. The branch coordinates **youth** and special **employment** programs, and provides liaison between the Ministry and the Human Resources Secretariat, Management Board of Cabinet, and Ontario Public Service Employees Union (OPSEU).

The branch also develops the ministry's **safety** policy and training programs, trains staff involved with **pollution controls** and abatement, and administers the **Employment Equity Program**.

FINANCIAL AND CAPITAL MANAGEMENT BRANCH

MOE 6

135 St. Clair Ave. W., 4th Flr.

Toronto M4V 1P5

416-323-4275

The Financial and Capital Management Branch provides financial management and support services to all Ministry of the Environment programs. It is responsible for coordination and control of the management reporting and payment functions and financial management of the Ministry's investment in water and sewage works. This includes the calculation of financing terms, operating costs and grant claims and the billing and collection of revenue for **water** and **sewage** service to municipalities.

SYSTEMS INFORMATION AND TECHNOLOGY BRANCH

MOE 7

135 St. Clair Ave. W., 3rd Flr.
Toronto M4V 1P5
416-323-4598

The Branch provides developmental and operating support for the Ministry's computerized information systems.

ADMINISTRATIVE SERVICES BRANCH

MOE 8

135 St. Clair Ave. W., 5th Flr.
Toronto M4V 1P5
416-323-4242

The Administrative Services Branch provides the following support services: purchasing, assets coordination, accommodation, telecommunications, records management, printing and mailing. The Branch also coordinates the Ministry's activities concerning Freedom of Information and Protection of Individual Privacy legislation.

The technical **library** on the ground floor (965-7978) operates a **reading room** with public access to ministry publications, statutes and some manuals and internal procedures. This library and another located on Resources Road (248-3408) provide technical information on environment-related matters to Ministry staff and members of the public.

MANAGEMENT AUDIT BRANCH

MOE 9

40 St. Clair Ave. W., 4th Flr.
Toronto M4V 1M2
416-323-5131

Management Audit Branch is responsible for the Ministry's audit functions, including review and appraisal of management and financial controls with regard to economy, efficiency and effectiveness.

FRENCH SERVICES OFFICE

MOE 10

135 St. Clair Ave. W., 6th Flr.
Toronto M4V 1P5
416-323-4595

The French Services Office coordinates the planning, development and implementation of Ministry services in French.

BUREAU DES SERVICES EN FRANCAIS

Le Bureau des services en français est responsable de la planification, du développement et de l'implantation des services en français.

INTERGOVERNMENTAL RELATIONS AND STRATEGIC PROJECTS DIVISION

INTERGOVERNMENTAL RELATIONS AND STRATEGIC PROJECTS DIVISION

MOE 11

135 St. Clair Ave. W.
Toronto M4V 1P5
416-323-4271

The Intergovernmental Relations and Strategic Projects Division provides a responsive structure to deal with designated issues having a high profile and requiring coordinated and integrated action by the Ministry.

The division coordinates the development of environmental standards for hazardous contaminants and manages the use of pesticides.

HAZARDOUS CONTAMINANTS BRANCH

MOE 12

135 St. Clair Ave. W., Ste. 100
Toronto M4V 1P5
416-323-5095

The Hazardous Contaminants Branch assesses the significance and establishes **standards** for control of hazardous **contaminants**. A consulting and educational service is provided for the use of **pesticides** and other chemicals. The branch liaises with other branches of the Ministry and provincial, federal and overseas agencies and administers the **Pesticides Act** and Regulations.

HAZARDOUS CONTAMINANTS BRANCH AGRICULTURAL AND INDUSTRIAL CHEMICALS SECTION

MOE 13

135 St. Clair Ave. W., Ste. 100
Toronto M4V 1P5
416-323-5095

The Section consists of two units: Biological Agents and Chemical Agents. The Biological Agents Unit ensures the safe and effective use of **pesticides** and provides technical support to the Pesticide Control Program and the Ontario Pesticides Advisory Committee. The unit advises the public on matters related to the control of **pests** and, in conjunction with **municipalities**, provides **grants** for **termite control**.

The Chemical Agents Unit identifies the risk potential of **contaminants** so that the required standards can be set. It provides technical advice and information on industrial **chemicals** to other branches and the public. The unit also liaises with different levels of government on the management of hazardous contaminants.

HAZARDOUS CONTAMINANTS BRANCH STANDARDS DEVELOPMENT SECTION

MOE 14

135 St. Clair Ave. W., Ste. 100
Toronto M4V 1P5
416-323-5095

The Standards Development Section is responsible for the development of comprehensive standards for selected high priority **contaminants**. In addition, the section coordinates the standard setting activities of the Ministry through the Standards Steering Committee.

INTERGOVERNMENTAL RELATIONS OFFICE

MOE 15

135 St. Clair Ave. W., 12th Flr.

Toronto M4V 1P5

416-323-5125

This office is responsible for intergovernmental coordination and liaison in the development of external **environmental** policies and programs.

ACIDIC PRECIPITATION IN ONTARIO

MOE 16

STUDY COORDINATION OFFICE (A.P.I.O.S.)

40 St. Clair Ave. W., 7th Flr.

Toronto M4V 1M2

416-323-5051

The **A.P.I.O.S.** Coordination Office was established in 1979 to plan and supervise the science and abatement activities of the multibranch, multidisciplinary Acidic Precipitation In Ontario Study. The overall mandate is to protect Ontario's environment from the detrimental effects of acid precipitation and other air pollutants subject to long range transport. The Coordination Office has responsibility for all aspects of Ontario's **acid rain** program, including policy, science, abatement and legal activities and the provision of **information** to the public.

DETROIT, ST. CLAIR, ST. MARY'S RIVERS

MOE 17

IMPROVEMENT TEAM

265 Front St. N., Ste. 109

Sarnia N7T 7X1

519-336-4030

The Team plans and coordinates the Ministry's activities for future abatement, assessment and monitoring of the Detroit, St. Clair and St. Mary's Rivers and Lake St. Clair. The Team also represents the Ministry on the Bi-National Upper Great Lakes Connecting Channels Study.

NIAGARA RIVER IMPROVEMENT TEAM

MOE 18

119 King St. W., 12th Flr.

Hamilton L8N 3Z9

416-521-7640

The Niagara River Improvement Team was formed by the Minister of the Environment in November 1981, to provide a focus for the Ministry's efforts to clean up the Niagara River.

The Team is responsible for monitoring Canadian and American **waste** discharges, and reviewing and recommending changes in discharge permits. It also assesses the environmental effects of waste disposal sites on both sides of the border, and recommends appropriate remedial measures. Activities involve close liaison with Environment Canada, the U.S. Environmental Protection Agency, and the New York State Department of Environmental Conservation.

For further information, contact the Niagara River Coordinator at the above address.

ENVIRONMENTAL SERVICES DIVISION

AIR RESOURCES BRANCH
 AIR QUALITY AND METEOROLOGY SECTION
 125 Resources Rd., E. Wing
 Rexdale M9W 5L1
 416-235-5765

MOE 19

The Air Quality and Meteorology Section compiles air quality **statistics** from the monitoring instruments across Ontario and prepares reports to assist regional offices in controlling emissions. It also produces the **Air Pollution Index** (235-5785) which informs the public about air quality in Ontario cities. The section conducts mobile air **surveys**, performs atmospheric chemistry **research**, operates the deposition monitoring program to produce information for abating special air pollution problems and **acid rain**, and provides assistance in setting air quality objectives and emission standards.

AIR RESOURCES BRANCH
 EMISSION TECHNOLOGY AND
 REGULATION DEVELOPMENT SECTION
 880 Bay St., 4th Flr.
 Toronto M5S 1Z8
 416-965-5776

MOE 20

The Emission Technology and Regulation Development Section develops the Ministry's air quality criteria, standards, guidelines and regulations. It reviews air quality aspects of **environmental assessment** and **land use** change; develops and maintains expertise on new and existing air pollution control technologies; undertakes source emission measurements; witnesses and evaluates source emission tests done by others and develops source testing codes. The section also administers the environment **research** program related to air **contaminants**, their measurement and impact; coordinates the branch's hazardous contaminants program; assesses air **pollution** in Ontario relating to automotive-derived pollutants and develops ministry strategy for dealing with pollutants. Inspections and emission tests of **vehicles** are performed to ensure compliance with the **Environmental Protection Act** and Regulation 311. Regional offices are listed under the Ministry of the Environment, Operations Division.

AIR RESOURCES BRANCH
 PHYTOTOXICOLOGY SECTION
 880 Bay St., 4th Flr.
 Toronto M5S 1Z8
 416-965-4516

MOE 21

The Phytotoxicology Section investigates complaints and conducts assessment surveys in the vicinity of **industries** for information about air **pollution's** effects on **soils** and **vegetation** (**forests, agricultural crops, ornamental plants**) throughout Ontario for environmental management purposes. It provides technical reports to complainants about alleged sources of pollution for use in negotiating vegetation damage claims. The section conducts experiments in controlled environment facilities to help formulate air quality criteria and standards and **researches** the effects of acidic precipitation e.g., **acid rain** on terrestrial systems. Regional offices are listed under Ministry of the Environment, Operations Division.

LABORATORY SERVICES BRANCH

MOE 22

Resources Rd., Box 213
 Rexdale M9W 5L1
 416-235-5743

Laboratory Services Branch provides ministry branches with analytical support for their **environmental assessments** and **pollution control** programs. It participates in planning programs, assists in data interpretation, updates analytical methods and develops procedures for measuring new environmental pollutants. The branch participates in environmental **research** projects aimed at clarifying the interaction of atmospheric and aquatic pollutants with the environment and their effect on human **health**. The Central **Laboratory** in Toronto advises the regional laboratories in Thunder Bay, London and Kingston (addresses listed below).

Southeastern Regional Laboratory
 c/o Kingston Regional Office
 133 Dalton St., P.O. Box 820
Kingston K7L 4X6
 613-549-4000

Northwestern Regional Laboratory
 421 James St. S.
Thunder Bay P7E 2V6
 807-475-1275

Southwestern Regional Laboratory
 c/o London Regional Office
 985 Adelaide St. S.
London N6E 1V3
 519-681-3600

WASTE MANAGEMENT BRANCH

MOE 23

WASTE MANAGEMENT POLICY SECTION

40 St. Clair Ave. W., 5th Flr.
 Toronto M4V 1P5
 416-323-5200

This Branch coordinates programs concerned with the management of industrial and municipal wastes. The Waste Management Policy Section deals with **pollution** by **industry**, including **hazardous waste**, industrial sludges and pretreatment residues, liquid industrial wastes and their treatment and disposition at waste management facilities. It coordinates the waste generator registration program and manifest system under Regulation 309 and related federal-provincial activities. The Section also provides technical support regarding industrial and municipal waste management. It develops and recommends waste management legislation, regulation, policies and other technical programs. Contact regional or district offices listed under Ministry of the Environment, Operations Division, for complaints on related pollution.

WASTE MANAGEMENT BRANCH

MOE 24

WASTE REDUCTION SECTION

40 St. Clair Ave. W., 4th Flr.
 Toronto M4V 1P5
 416-323-5200

The Waste Reduction Section deals with the development and implementation, through technical and financial support, of **waste** reduction, reuse, **recycling** and recovery (4R)

initiatives. Support includes promotion, market development assistance, **grants** for project development (e.g., **municipal** recycling) and demonstrations.

WASTE MANAGEMENT BRANCH
SPECIAL WASTE AND INFORMATION SUPPORT SECTION
40 St. Clair Ave. W., 5th Flr.
Toronto M4V 1P5
416-323-5200

MOE 25

This Section deals with the management of special wastes, such as **PCB's** biomedical and **radioactive** wastes, etc., including handling, transportation, processing, storage, disposal and incineration. It develops and revises regulations, standards, guidelines and criteria; acts on applications for listing and delisting of specific wastes; supports regional compliance activities by assisting in the investigation, assessment and operation of special waste sites; operates and maintains the waste generator registration system and the hazardous and liquid industrial waste manifest system; and prepares reports on waste manifest information.

WASTE MANAGEMENT BRANCH
TECHNOLOGY AND SITE ASSESSMENT SECTION
40 St. Clair Ave. W., 5th Flr.
Toronto M4V 1P5
416-323-5200

MOE 26

This Section conducts research and develops **technology** for the treatment and safe disposal of **municipal** and **industrial** wastes (including **hazardous wastes** through high temperature incineration, physical/chemical treatment, biological treatment, solidification, etc.). The section also develops technology and produces guidelines for the design, siting and operation of **landfills**; evaluates complex hydrogeological studies on new landfill proposals; and provides hydrogeological expertise in the investigation of problem **waste** sites.

WATER RESOURCES BRANCH
ADMINISTRATIVE AND DATA SECTION
1 St. Clair Ave. W., 4th Flr.
Toronto M4V 1K6
416-323-4941

MOE 27

The Administrative and Data Section performs the administrative functions of the branch and coordinates the design, development and implementation of **systems** that store, retrieve and process data related to branch programs.

WATER RESOURCES BRANCH
LIMNOLOGY SECTION
Bellwood Acres Rd.
Dorset P0A 1E0
705-766-2412

MOE 28

The Limnology Section assesses the interaction between terrestrial and aquatic systems with respect to acidic deposition and the effects of **acidic precipitation** on the aquatic environment. Predictive models are developed to relate anthropogenic stresses to present and future aquatic conditions. **Water** quality studies are carried out on inland **lakes** to

develop management plans and provide a basis for implementing waste source controls and rehabilitation strategies.

**WATER RESOURCES BRANCH
AQUATIC BIOLOGY SECTION**

MOE 29

1 St. Clair Ave. W., 4th Flr.
Toronto M4V 1K6
416-323-4941

125 Resources Rd.
Rexdale M9W 5L1
416-235-5792

The Aquatic Biology Section coordinates procedures to assess the significance of **hazardous** substances on aquatic life, using both laboratory (MOE Rexdale Laboratory Complex) and field techniques. **Contaminants** (e.g., mercury, PCB) in **fish** are monitored and consumption advice to anglers is made available through the annual publication 'Guide to Eating Ontario Sport Fish' and through telephone inquiries. The section also develops **environmental** protection criteria (provincial water quality objectives) and provides general advice on aquatic environmental contaminants in water, sediment and biota. **Industrial** effluent toxicity testing is carried out by the section. Other procedures are used to assess acute and chronic, lethal and sublethal, mutagenic and genotoxic effects on aquatic organisms.

Staff of the section also investigate causes and methods of control of **algae** and macrophyte problems in acidic and non-acidic lakes. Long-term changes in nutrients and phytoplankton of the nearshore Great Lakes and other inland lakes are measured by low-cost monitoring at municipal water treatment plants. The effects of contaminants on phytoplankton and the uptake of contaminants in filamentous algae are measured in the Great Lakes and inland lakes.

**WATER RESOURCES BRANCH
GREAT LAKES SECTION**

MOE 30

1 St. Clair Ave. W., 4th Flr.
Toronto M4V 1K6
416-323-4941

The Great Lakes Section provides surveillance, investigations and assessments of near-shore areas, embayments, harbours and connecting channels of the **Great Lakes**. Activities include: examining the effect of climatic conditions and pollutant inputs on biological, chemical and physical processes; determining **water** use suitability and interference and investigating trends toward improvement or degradation; warning of emerging problems; recommending abatement measures for the correction of existing problems and prevention of further degradation; assessing the effectiveness of remedial action programs; fulfilling the Canada/Ontario Agreement's requirements for surveillance data; and assisting the International Joint Commission in evaluating progress towards the Canada/U.S. Water Quality Agreement's objectives. The section also coordinates branch activities related to Ontario Hydro.

WATER RESOURCES BRANCH

DRINKING WATER SECTION

MOE 31

1 St. Clair Ave. W., 3rd Flr.
 Toronto M4V 1K6
 416-323-4941

The Drinking Water Section's plans, policies and strategies focus on the provision of safe **drinking water**. A data base is maintained and technical advice and support are provided on all aspects of drinking water treatment and distribution and groundwater quality and quantity management. The section initiates, develops, evaluates and implements drinking water and ground water management **research** programs. Through the preparation of reports, technical papers, presentations and participation in the Ministry's Training and Certification Program, the section keeps Ministry staff, other agencies and the public informed about drinking water and ground water management technology.

WATER RESOURCES BRANCH

WATER AND WASTEWATER MANAGEMENT SECTION

MOE 32

1 St. Clair Ave. W., 7th Flr.
 Toronto M4V 1M2
 416-323-4941

The Water and Wastewater Management Section provides for the protection of receiving waters from industrial and municipal point sources and urban and rural non-point sources of wastewater discharges and **land** drainage. Pollution control policies, plans, guidelines and strategies are developed. The Section also maintains information data-bases on **industrial** and **municipal wastewater** treatment facilities and surface water quantity and quality. Specific activities include: receiving water impact assessment, watershed management studies, **pollution** control planning and urban **drainage** management. Contact regional or district offices listed under the Ministry of the Environment, Operations Division.

OPERATIONS DIVISION

OPERATIONS DIVISION

MOE 33

135 St. Clair Ave. W., 14th Flr.
 Toronto M4V 1P5
 416-323-4271

The Operations Division delivers all Ministry services to municipalities, individuals and corporations through a network of regional, district and sub-offices throughout Ontario as well as four Head Office branches.

The regional offices are organized functionally into three sections. The Abatement Section regulates and controls the amount of **pollutants** emitted by **industries** controls pollution by **municipalities** and individuals; inspects commercial **water** and **sewage** treatment facilities and **waste** disposal sites; conducts special **environmental research** surveys and studies, e.g., **lakes** and **cottages**; administers funds from the **Waste Management Improvement Fund** to upgrade municipal waste disposal sites; and issues **licences** under the pesticides control program. The Utility Operations Section provides assistance to municipalities regarding provincially-funded water and **wastewater** treatment plants. The Technical Support Section conducts monitoring, study and analysis of specific projects and ambient **air**, **land** and water conditions.

There is a regional manager in each regional office in charge of one of the above functions. In all district offices there is one district officer in charge of Abatement. The Ministry offices are listed below. If local office is outside toll-free calling area, ask operator for Zenith 33220 for toll-free service.

CENTRAL REGION

Regional & District Office
7 Overlea Blvd., 4th Flr.
Toronto M4H 1A8
416-424-3000

Barrie District Office
12 Fairview Rd.
Barrie L4N 4P3
705-726-1730

Muskoka-Haliburton District Office
Gravenhurst P0C 1G0
705-687-3408

Peterborough District Office
139 George St. N.
Peterborough K9J 3G6
705-743-2972

South Peel Area System
920 East St.
Mississauga L5E 1W6
416-274-6710

Halton-Peel District Office
1226 White Oaks Blvd.
Oakville L6H 2B9
416-844-5747

NORTHEASTERN REGION

Regional & District Office
199 Larch St.
Sudbury P3E 5P9
705-675-4501

District Office
1500 Fisher St.
Northgate Plaza
North Bay P1B 2H3
705-476-1001

Sub-Office
74 Church St.
Parry Sound P2A 1Z1
705-746-2139

District Office
445 Albert St. E.
Sault Ste. Marie P6A 2JP
705-949-4640

District Office
83 Algonquin Blvd. W.
Timmins P4N 2R4
705-268-3222

NORTHWESTERN REGION

Regional & District Office
P.O. Box 5000
435 James St. S.
Thunder Bay P7C 5G6
Regional Office: 807-475-1205
District Office: 807-475-1315

District Office
P.O. Box 5150
808 Robertson St.
Kenora P9N 1X9
807-468-5578

SOUTHEASTERN REGION

Regional Office
133 Dalton St.
P.O. Box 820
Kingston K7L 4X6
613-549-4000

Sub-Office
15 Victoria Ave.
Belleville K8N 1Z5
613-962-9208

District Office
4 Montreal Rd., 2nd Flr.
Cornwall K6H 1B1
613-933-7402

District Office
2378 Holly Lane
Ottawa K1V 7P1
613-521-3450

Sub-Office
1000 MacKay St.
Pembroke K8B 1A3
613-732-3643

SOUTHWESTERN REGION

Regional Office
985 Adelaide St. S.
London N6E 1V3
519-661-2200

Sub-Office
435 Grand Ave. W.
Chatham N7L 3Z4
519-354-2150

Sub-Office
c/o Ministry of Agriculture & Food
P. O. Box 688
Clinton N0M 1L0
519-482-3428

District Office
1180-20th St.
Owen Sound N4K 6H6
519-371-2901

District Office
265 N. Front St., Ste. 109
Sarnia N7T 7X1
519-336-4030

District Office
250 Windsor Ave., 6th Flr.
Windsor N9A 6V9
519-254-2546

WEST-CENTRAL REGION

Regional & District Office
Ontario Government Bldg.
119 King St. W., 12th Flr.
P.O. Box 2112
Hamilton L8N 3Z9
416-521-7640

District Office
400 Clyde Rd.
P.O. Box 219
Cambridge N1R 5W6
519-653-1511

District Office
637-641 Niagara St. W.
Welland L3C 1L9
416-384-9896

APPROVALS AND ENGINEERING OFFICE

MOE 34

135 St. Clair Ave. W.
Toronto M4V 1P5
416-323-4483

This office coordinates the activities of the Environmental Approvals and Land Use Planning Branch, Project Engineering Branch, and Environmental Assessment Branch (see other entries for description of programs).

ENVIRONMENTAL ASSESSMENT BRANCH

MOE 35

135 St. Clair Ave. W., 7th Flr.
Toronto M4V 1P5
416-323-4629

The Environmental Assessment Branch coordinates the development and administration of the **Environmental Assessment Act** and its regulations. Organizations subject to the

Act, (e.g., municipalities, provincial ministries and agencies, conservation authorities) are required to submit **environmental assessments** of proposed projects, indicating need and basis for selection from a range of alternatives. The branch coordinates reviews of the environmental assessment to inform and advise decision makers, proponents and the public on the acceptability and approvability of the project. Public records containing the environmental assessment and its review are maintained in the branch and are available to the public. The branch provides advice on requirements of the Environmental Assessment Act, as well as opinions on the status of related projects.

ENVIRONMENTAL APPROVALS AND LAND USE PLANNING BRANCH

MOE 36

OPERATIONAL SERVICES SECTION

135 St. Clair Ave. W., 9th Flr.

Toronto M4V 1P5

416-323-4483

Within this section, the Land Use Unit (965-6963) advises other government agencies and the private sector on **environmental** and **land use planning**. It prepares policies and advisory guidelines, provides management with program/executive support for senior committees and special projects, coordinates the Ministry's response to regional development strategies and other proposed land uses, and handles the technical review of **environmental assessments** as input to the Government Review.

The Noise Assessment & Systems Support Unit (965-3071) assists regional and district offices by evaluating the relationship between new or existing land use and **noise** or vibration impacts (e.g., new development proposals, highways, railway, air-craft etc.). It measures and analyzes emissions from sources of environmental noise and vibration and the control and abatement of sources under provincial jurisdiction. Noise and vibration potential from projects subject to the **Environmental Assessment Act** are also reviewed.

The Unit deals with environmental noise, policy development, acoustics criteria and standards. It promotes the Model Municipal Noise Control By-law for adoption by **municipalities** and provides training and certification of municipal noise control officers, municipal land use planners and building department personnel, and plant operators. It also assists the public, consultants, developers, industry and municipal employees by supplying information on the implementation of noise and vibration policies and regulations. This Unit provides the branch with systems support for all computer applications, the implementation of the Local Area Network and program design for Certificates of Approval administration.

ENVIRONMENTAL APPROVALS AND LAND USE PLANNING BRANCH

MOE 37

CONSULTING AND VALUE ENGINEERING SERVICES

135 St. Clair Ave. W., 10th Flr.

Toronto M4V 1P5

416-323-4483

Consulting and Value Engineering Services provides engineering expertise in the review, evaluation and recommendation for approval of complex **industrial waste** control systems. It also reviews and evaluates engineering design submissions of high-cost, complex water and sewage works systems from technical, environmental assessment and economic viewpoints.

The Section provides Terms of Reference for new projects; maintains a cost database for sewage and water works to evaluate projects; reviews and coordinates the **Private Sewage Program Part VII** and the **Boating/Marine Program** under the **Environmental Protection Act**; and coordinates the development of design guidelines and standard specifications for **pollution control** equipment and material (pipes, fittings, etc).

ENVIRONMENTAL APPROVALS AND LAND USE
PLANNING BRANCH

MOE 38

ENVIRONMENTAL APPROVALS SECTION

135 St. Clair Ave. W., 8th Flr.

Toronto M4V 1P5

416-323-4483

The Environmental Approvals Section processes applications submitted by the industrial, municipal and private sectors for the establishment of **municipal** and **industrial** liquid effluent treatment works, potable **water** supplies, treatment and distribution facilities, **air** emission control devices, and solid and liquid **waste** landfilling and disposal systems, as required by the Ontario Water Resources Act and the Environmental Protection Act. The section maintains expertise in the field of **pollution control** and treatment and reviews technical designs of the proposed control facilities to ensure compliance with the Province's environmental regulations, criteria and guidelines.

Licences are also issued to installers of **septic tanks** and haulers of waste. Industrial, municipal and private sectors should initially contact the regional or district offices listed under Ministry of Environment, Operations Division.

ENVIRONMENTAL APPROVALS AND LAND USE
PLANNING BRANCH

MOE 39

ADMINISTRATIVE SERVICES SECTION

135 St. Clair Ave. W., 9th Flr.

Toronto M4V 1P5

416-323-4483

This Section provides administrative support services to the Branch.

The Pesticides Licencing Unit offers educational material to applicants for operator and/or exterminator **licences**, schedules examinations and issues licences for the sale and use of **pesticides**.

PROJECT ENGINEERING BRANCH
PROJECT ENGINEERING SECTION

MOE 40

135 St. Clair Ave. W., 10th Flr.

Toronto M4V 1P5

416-323-4483

The Project Engineering Section coordinates the development and construction of Ministry capital projects, e.g., **water** supply, **sewage** systems and water pollution control facilities for municipalities. It arranges for design work and financial analysis, including details on grants available, calling of **tenders** and award of contracts by the Ministry. The section also administers **grants** for certain sewage and water works to municipalities qualifying under the Ministry's priority rating system and to small communities for upgrading private sewage or water systems. Ontario grants for sewage and water works are administered under the **Canada-Ontario Agreement for Sewage Program (COASP)**. Contact

regional or district offices listed under the Ministry of the Environment, Operations Division.

PROJECT ENGINEERING BRANCH

MOE 41

CLAIMS, CONTRACTS, SPECIFICATIONS AND AUDIT SECTION

135 St. Clair Ave. W., 11th Flr.

Toronto M4V 1P5

416-323-4483

The Claims, Contracts, Specifications and Audit Section responds to contractual, **lien**, **bond** and insurance-related claims arising out of Ministry capital projects. The Section receives **tenders** for construction contracts and arranges for their execution. It provides representation on committees and drafts wording for national and provincial standards related to **water** and **sewage** works. It also carries out engineering audits of municipal water and sewage works projects funded by Ministry grants.

SPILLS ACTION CENTRE

MOE 42

7 Overlea Blvd., 5th Flr.

Toronto M4H 1A8

416-965-9619

1-800-268-6060

The Spills Action Centre, staffed daily on a 24-hour basis, handles the province-wide reporting of spills under Ministry of the Environment Legislation, as well as other off-hour **environmental emergency** calls.

The **Contingency Planning Office** (965-9648), formerly the Emergency Response Coordination Office, promotes planning by industries, municipalities and federal and provincial agencies to control **pollution** caused by emergency spills of contaminants. The Office also handles matters pertaining to Part IX (**Spills Bill**) of the **Environmental Protection Act**.

INVESTIGATIONS AND ENFORCEMENT BRANCH

MOE 43

1 St. Clair Ave. W., 9th Flr.

Toronto M4V 1K6

416-323-4831

The Investigations and Enforcement Branch is vested with the responsibility for all aspects of **environmental** enforcement within the Ministry. This mandate encompasses the enforcement of the **Environmental Protection Act**, **Ontario Water Resources Act**, **Environmental Assessment Act** and **Pesticides Act**. The branch complements the abatement and control activities of the Operations Division through effective investigation and enforcement activity.

Regional Offices are listed below.

Central Region

7 Overlea Blvd., 5th Flr.

Toronto M4H 1A8

416-424-3000

West Central Region

P.O. Box 2112

119 King St. W., 12th Flr.

Hamilton L8N 3Z9

416-251-7640

Southeast Region
P.O. Box 820
133 Dalton St.
Kingston K7L 4X6
613-549-4000

Northeast Region
199 Larch St., 11th Flr.
Sudbury P3E 5P9
705-675-4501

Southwest Region
985 Adelaide St. S.
London N6E 1V3
519-661-2200

Northwest Region
P.O. Box 5000
435 James St. S., 3rd Flr.
Thunder Bay P7C 5G6
807-475-1205

AGENCIES

For some background information on ministerial agencies, boards and commissions, see entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information or communications branch.

ENVIRONMENTAL ASSESSMENT ADVISORY COMMITTEE

MOE 44

1 St. Clair Ave. W., 9th Flr.
Toronto M4V 1K6
416-323-4800

This Committee advises the Minister of the Environment, upon request, on matters related to environmental assessment. Applications to designate projects under the **Environmental Assessment Act** are evaluated. The Committee also reviews proposed exemptions from the Act, in relation to public health and safety, environmental impact, and economic necessity.

ENVIRONMENTAL ASSESSMENT BOARD ENVIRONMENTAL ASSESSMENT ACT

MOE 45

1 St. Clair Ave. W., 5th Flr.
Toronto M4V 1K7
416-323-4086

The Environmental Assessment Board holds public hearings on the impact of major development proposals under the **Environmental Assessment Act (EAA)**. After an **environmental assessment** and the Government's review have been made public, any person (including the Minister of the Environment) can request a hearing by written notice. The Board's decision may be varied or rescinded only by the Minister, with the approval of the Lieutenant-Governor in Council. Hearings are also held under three other statutes. For information, see the other listings under the Ministry of the Environment, Environmental Assessment Board.

ENVIRONMENTAL ASSESSMENT BOARD ENVIRONMENTAL PROTECTION ACT

MOE 46

1 St. Clair Ave. W., 5th Flr.
Toronto M4V 1K7
416-323-4086

The Environmental Assessment Board holds public hearings on the impact of major

development proposals under the **Environmental Protection Act (EPA)**. Hearings are mandatory to establish or extend sites for the disposal of **hazardous** or hauled liquid industrial **waste**, and discretionary in other cases. The Board subsequently submits its recommendations to the Ministry of the Environment.

**ENVIRONMENTAL ASSESSMENT BOARD
ONTARIO WATER RESOURCES ACT**

MOE 47

1 St. Clair Ave. W., 5th Flr.
Toronto M4V 1K7
416-323-4086

The Environmental Assessment Board holds public hearings on the environmental impact of major development proposals under the **Ontario Water Resources Act (OWRA)**. Hearings are mandatory for a **municipality** to extend its **sewage** works into another municipality or territory, and discretionary for facilities within the municipality. Following a hearing, the Board submits its recommendations to the Minister of the Environment.

**ENVIRONMENTAL ASSESSMENT BOARD
CONSOLIDATED HEARINGS ACT**

MOE 48

1 St. Clair Ave. W., 5th Flr.
Toronto M4V 1K7
416-323-4086

Under the **Consolidated Hearings Act (CHA)**, the Environmental Assessment Board holds public hearings in conjunction with the Ontario Municipal Board. This occurs when a proposal requires more than one tribunal hearing under the Acts set out in the Schedule to the Consolidated Hearings Act, 1981. The Hearings Registrar must receive written notice from the proponent, specifying the nature of the undertaking, required hearings, and governing Acts. The matter is then referred to the Chairmen of the two boards, who establish a joint board for the hearing. The board's decision can be varied or rescinded only by the Lieutenant-Governor-in-Council.

ENVIRONMENTAL APPEAL BOARD

MOE 49

1 St. Clair Ave. W., 5th Flr.
Toronto M4V 1K7
416-323-4806

The Environmental Appeal Board hears appeals on the Ministry or local **health** authorities' decisions in the areas of **water**, **waste** and **sewage** disposal, **air** and **noise pollution**, and **pesticides**. Hearings are held in accordance with the **Ontario Water Resources Act** and the **Environmental Protection Act**.

ONTARIO WASTE MANAGEMENT
CORPORATION

MOE 50

2 Bloor St. W., 11th Flr.
Toronto M4W 3E2
416-923-2918
Toll-free 1-800-268-1179

Regional Office

Village Square Mall
Highway 20 and Industrial Rd.
Smithville L0R 2A0
416-957-2367

The Ontario Waste Management Corporation (OWMC) was established in 1981 to develop and implement a long-term, province-wide program for the treatment and storage of liquid **industrial** and **hazardous wastes**. OWMC also assists in the reduction, **recycling** and reuse of these wastes. The Corporation developed a five phase plan, called the **Facilities Development Process (FDP)**, to prepare recommendations on sites and facility design proposals under the provisions of the Environmental Assessment Act of Ontario. A key element of the FDP is public consultation. Information and planning decisions are publicized at the end of each phase and the exchange of ideas, comments and opinions is actively encouraged.

In September 1985, the Corporation announced its selection of a preferred site in the Township of West Lincoln, Regional Municipality of Niagara. Study-related activities on this site and vicinity commenced in November, 1985 to assess background potential impacts on socio-economic, agricultural, hydrogeological/geological, transportation, land use and atmosphere factors.

The Corporation, which is completing its submission under the Environmental Assessment Act, also participates in **education** programs to provide information to the public and industry on liquid industrial **waste** management, via audio-visual and printed materials. For more information, contact the Communications Department.

PESTICIDES ADVISORY COMMITTEE

MOE 51

1 St. Clair Ave. W., 9th Flr.
Mailing Address:
135 St. Clair Ave. W., Ste. 100
Toronto M4V 1P5
416-323-4862

This Committee advises the Minister of the Environment on matters pertaining to pesticides. It annually reviews the **Pesticides Act** and Regulation, and government publications respecting pesticides and the **control of pests**. The Committee also recommends classifications for all new **pesticide** products prior to their marketing and use in Ontario; oversees and evaluates the results of a **research** program on pesticides; and publishes an annual report which is available to interested parties upon request. For other Ministry publications on pests and pest control, and information on pesticide licencing, contact the Hazardous Contaminants Coordination Branch, Agricultural and Industrial Chemicals Section.

RECYCLING ADVISORY COMMITTEE

MOE 52

19 King St. W., 9th Flr.
Hamilton L8N 3Z9
416-521-7578

The Recycling Advisory Committee was formed by Government Order-in-Council in 1985 to advise the Minister of the Environment on measures promoting the establishment of multi-material source separation programs. Advice is also provided on matters relating to carbonated soft-drink containers regulations, Ontario Regulations 622, 623 and 633 (Environmental Protection Act, O.Reg. 623/85).

ENVIRONMENTAL COMPENSATION CORPORATION

MOE 53

1 St. Clair Ave. W., 5th Flr.
Toronto M4V 1K6
416-323-4826

The Environmental Compensation Corporation (ECC) is an Ontario Crown Corporation established on November 29, 1985. It handles applications for **compensation** when loss or damage results from spills of **pollutants**. The ECC may authorize appropriate compensation payments for bodily injury, cleanup cost, property damage and economic loss. Spill victims must notify the ECC in writing as soon as possible. Victims include those damaged by a spilled pollutant which they neither owned nor controlled and owners and controllers of the spilled pollutant who were not liable at common law but had to pay compensation under Part IX of the Environmental Protection Act. The ECC has information brochures available to assist victims.

ACTS

ACTS

MOE 54

The following is a list of Acts administered by the Ministry of the Environment. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's communications branch.

Consolidated Hearings Act, 1981
Environmental Assessment Act
Environmental Protection Act
Ministry of the Environment Act
Ontario Waste Management Corporation Act, 1981
Ontario Water Resources Act
Pesticides Act

MINISTRY OF FINANCIAL INSTITUTIONS

555 Yonge St., 9th Flr.

Toronto M7A 2H6

The purpose of the Ministry of Financial Institutions is to consolidate and strengthen the functions pertaining to regulation, supervision and policy direction of financial institutions operating in Ontario.

The ministry covers regulation and policy areas relating to loan and trust companies, insurance companies, credit unions and cooperatives, and the mortgage broker's act and works closely with the Ontario Securities Commission and the Ontario Pension Commission.

DEPOSIT INSTITUTIONS DIVISION

DEPOSIT INSTITUTIONS DIVISION

MFI 1

The Deposit Institutions Division consists of two main areas of responsibility, headed by a Director of Credit Unions and Cooperatives, and a Director of Loan and Trust Corporations.

The Superintendent of Deposit Institutions, through regulation and supervision, ensures a high level of ethical business conduct by individuals and organizations operating within Ontario's deposit-taking industry.

CREDIT UNIONS AND COOPERATIVES

MFI 2

SERVICES BRANCH

555 Yonge St., 8th Flr.

Toronto M7A 2H6

416-963-0515

The Credit Unions and Cooperatives Services Branch, under the Superintendent of Deposit Institutions, administers the provisions of the **Credit Unions and Caisses Populaires Act**, and the **Cooperative Corporations Act**.

The Branch enforces compliance with the Credit Unions and Caisses Populaires Act and through the examination process, ensures that sound business and financial practices are implemented in order to protect the interests of **credit union** and **caisse populaire** members and their deposits. It establishes standards for capital, retained earnings, assets-liabilities matching and levels of liquidity. In addition, it recommends the **incorporation** and dissolution of credit unions and **cooperatives**. Deposits in credit unions and caisses populaires are insured with the **Ontario Share and Deposit Insurance Corporation (OSDIC)** (441-2771).

LOAN AND TRUST CORPORATIONS BRANCH

MFI 3

555 Yonge St., 7th Flr.

Toronto M7A 2H6

416-963-3532

The Loan and Trust Corporations Branch, under the Superintendent of Deposit Institutions, administers the provisions of the **Loan and Trust Corporations Act**.

The Branch **licences** and regulates **loan** companies and **trust companies**, and answers

inquiries on deposits and **mortgages**. Deposits are insured with the **Canada Deposit Insurance Corporation**.

INSURANCE DIVISION

INSURANCE DIVISION

MFI 4

The Insurance Division, headed by the Superintendent of Insurance, consists of three main areas of responsibility: Insurance Operations Branch; Service Development; and Motor Vehicle Accident Claims Funds.

The Superintendent of Insurance, through regulations and supervision, ensures a high level of ethical business conduct by individuals and organizations operating within Ontario's insurance industry.

INSURANCE OPERATIONS BRANCH

MFI 5

555 Yonge St., 6th Flr.
Toronto M7A 2H6
416-963-0471

The Insurance Operations Branch administers the provisions of the **Guarantee Companies Securities Act, Insurance Act, Investments Contracts Act, Marine Insurance Act, and Prepaid Hospital and Medical Services Act**.

The Branch **licences** and regulates **insurance** companies, agents and adjusters, **investment** contract companies and salespersons, prepaid **hospital** and **medical** associations, **mutual benefit** and **fraternal societies**. It investigates **consumer complaints** related to insurance agents and adjusters (963-0481) and gives advice to policyholders on claims disputes and complaints against insurance companies (963-0471).

MOTOR VEHICLE ACCIDENT CLAIMS FUND

MFI 6

101 Bloor St. W., 8th Flr.
Toronto M5S 2Z5
416-963-0501
416-963-0532

The Motor Vehicle Accident Claims Fund (MVAC), formerly called the Unsatisfied Judgment Fund, administers the provisions of the **Motor Vehicle Accident Claims Act, and Compulsory Automobile Insurance Act**.

The branch provides automobile **accident compensation** to victims injured by motor vehicles without insurance coverage. In cases of damage to property not insured against vehicle impact (e.g., hydro and telephone poles, self insured municipal property), both the owner and driver of the uninsured vehicle must be identified. A deductible of \$100 applies to all property damage claims.

Effective March 1, 1980, the Compulsory Automobile Insurance Act requires insurance of automobiles operated in Ontario and provision of automobile policies for Uninsured Motorist coverage. Persons covered under the policy must apply to their own automobile insurance company for compensation.

ONTARIO SECURITIES COMMISSION

ONTARIO SECURITIES COMMISSION

MFI 7

20 Queen St. W., Ste. 1800

Toronto M5H 3S8

416-597-0681

The Ontario Securities Commission maintains a list of **reporting issuers** and records filings of insider trading, proxy solicitation material, financial statements and take-over bids for the benefit of investors (593-8325). It processes **prospectus** offerings of **securities** and applications for exemption, as well as applications for transfer or release of securities from escrow (593-8255 -Solicitors, 593-8242 - Accountants). The Commission **registers** and investigates **consumer complaints** about **stockbrokers**, their salespersons and **investment** advisers and commodity futures dealers, their salespersons and advisers. It also investigates complaints about actions by companies affecting the value of securities (593-8284) and answers general questions about **commodity** futures trading (593-8279).

The Ontario Securities Commission administers the following legislation: **Commodity Futures Act**; **Deposit Regulations Act**; **Securities Act**; **Toronto Futures Exchange Act, 1983**; **Toronto Stock Exchange Act, 1982**; certain provisions of the **Business Corporations Act, 1982**; and certain provisions of the **Corporations Act**.

PENSION COMMISSION OF ONTARIO

PENSION COMMISSION OF ONTARIO

MFI 8

101 Bloor St. W., 9th Flr.

Toronto M7A 2K2

416-963-0522

The Pension Commission of Ontario administers the **Pension Benefits Act**, which requires the **registration** and regulation of all private (i.e., company) **pension** plans covering **employees** in Ontario. The Commission also provides information and advice to the general public, pension plan administrators and the pension industry regarding Ontario's legislated requirements for private pension plans. The Commission is not concerned with any of the federal pension plans nor provincial social service programs.

ACTS

ACTS

MFI 9

The following is a list of Acts administered by the Ministry of Financial Institutions.

Central Trust Company Act, 1983
 Commodity Futures Act
 Compulsory Automobile Insurance Act
 Cooperative Corporations Act
 Credit Unions and Caisses Populaires Act
 Crown Trust Company Act, 1983
 Deposits Regulation Act
 Guarantee Companies Securities Act
 Insurance Act
 Investment Contracts Act
 Loan and Trust Corporations Act

Marine Insurance Act
Mortgage Brokers Act
Motor Vehicle Accident Claims Act
Ontario Credit Union League Limited Act, 1972
(unconsolidated and unrepealed)
Ontario Deposit Insurance Corporation Act
Pension Benefits Act
Prepaid Hospital and Medical Services Act
Registered Insurance Brokers Act
Securities Act
Toronto Futures Exchange Act, 1983
Toronto Stock Exchange Act, 1982

MINISTER RESPONSIBLE FOR FRANCOPHONE AFFAIRS

OFFICE OF FRANCOPHONE AFFAIRS

FRANC AFF 1

Mowat Block, 6th Flr.

900 Bay St.

Toronto M7A 1C2

416-965-3865

The Office of Francophone Affairs provides the policy framework for the development of French-language initiatives and services throughout the Ontario government. The Office is the prime advisor to the government, through the Minister Responsible for Francophone Affairs and the Premier, on the development and implementation of **French-language services** and on relations with the **Franco-Ontarian** community. The Office offers **grants** to assist community services or activities for francophones. It provides **information** in French on government programs and services through **Renseignements Ontario**, which can be reached by calling 1-800-268-7507 (toll free). For area code 807, call collect 416-965-3865.

OFFICE DES AFFAIRES FRANCOPHONES

L'Office des Affaires francophones est chargé de l'élaboration des politiques relatives au développement des initiatives et des services en français pour l'ensemble du gouvernement de l'Ontario. L'Office agit en tant que conseiller principal du gouvernement, par le biais du ministre délégué aux Affaires francophones et du premier ministre, dans les domaines du développement et de la mise en oeuvre des services en français et des relations avec la population francophone de l'Ontario. L'Office accorde des subventions afin de contribuer aux services et aux activités communautaires à l'intention des francophones. Il offre également un service d'information en français sur les programmes et les services du gouvernement: Renseignements Ontario peut être rejoint en composant sans frais le 1-800-268-7507. Si votre indicatif régional est 807, composez à frais virés le 416-965-3865.

ONTARIO FRENCH LANGUAGE SERVICES COMMISSION

FRANC AFF 2

Mowat Block, 4th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1C2

416-965-0598

The Ontario French Language Services Commission has been established for a three year period as part of Bill 8, an Act to provide for **French language services** in the Government of Ontario (Nov. 1986). The Commission reviews the availability and quality of French language services, recommends the designation of public service agencies and their locations and advises on other matters related to francophone services. The Commission is composed of a full-time Chairman and four part-time members, and reports to the Minister Responsible for Francophone Affairs.

COMMISSION DES SERVICES EN FRANÇAIS DE L'ONTARIO

La Commission des services en français de l'Ontario a été établie pour trois ans à partir de l'adoption du projet de loi 8 en novembre 1986, Loi assurant la prestation de services

en français par le gouvernement de l'Ontario. La Commission doit examiner la disponibilité et la qualité des services en français, recommander la désignation des organismes offrant des services publics et l'ajout à l'annexe de régions désignées, ainsi que faire des recommandations sur la prestation des services en français en général. La Commission se compose d'un président à temps plein et de quatre membres à temps partiel, elle se rapporte au Ministre délégué aux Affaires francophones.

MINISTRY OF GOVERNMENT SERVICES

Ferguson Block

77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3

Created in 1972 to combine the functions of former departments, including Public Works, the Ministry of Government Services has gradually broadened its responsibilities and mandate over the years.

Today the Ministry is concerned with virtually every aspect of the Ontario Government's 'working environment', from building design and management to office equipment, computers and telecommunications, human resource services, corporate services, purchasing and employee benefits. Clients include all provincial ministries, agencies, boards, commissions and the general public.

Centralized services as diverse as collective purchasing, assets disposal, translation, government mail, central collection and Citizen's Inquiry are available.

The Ministry recently assumed responsibility for the planning and marketing of provincial lands not required by ministries for their program needs and the administration and sale of mortgages available under various provincial housing programs.

Accommodation for the Ontario Government, which accounts for the bulk of the Ministry's budget and staff, includes construction, renovation repairs and maintenance services and leasing of buildings which house government operations.

The Ministry provides information technology services and products, including computers, telephones, data transmission facilities and audio and video technologies. Its three major computer centres, with 6,500 terminals, handle approximately 80 per cent of the government's computing.

The Ministry has 5 divisions, as well as a Communications and Customer Services Branch. The five divisions are: Realty Group, Computer and Telecommunication Services, Corporate Services, Human Resource Services, and Finance and Administrative Services.

Northern Ontario Relocation Program: MGS is responsible for the coordination of the Northern Ontario Relocation Program, a key component of the government's northern economic diversification initiatives. Under the program, the ministry is coordinating the relocation of various head office programs of several ministries to selected northern Ontario communities.

DEPUTY MINISTER'S OFFICE

COMMUNICATIONS AND CUSTOMER SERVICE BRANCH

MGS 1

Ferguson Block, 12th Flr.

77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3

416-965-6683

The Communications and Customer Service Branch provides communications support to the Minister, Deputy Minister and program areas. Internal and external communications activities include communications planning, media liaison, official ceremonies, photo-

graphic services, speech writing and news releases, audio-visual presentation and publications.

Seminars and workshops are held by the branch to assist ministry staff in providing high quality customer service to clients.

The branch is also responsible for the Government of Ontario Art Collection, valued at approximately \$10 million. A curator (965-6824) handles cataloguing of original paintings and sculptures and restoration and **exhibition** of the collection, and serves as a member of the Art Advisory Committee.

The **Media Studio** (965-1164), located in the Legislative Building for the use of Members of Provincial Parliament, reports to the branch.

FINANCE AND ADMINISTRATIVE SERVICES DIVISION

FINANCE AND ADMINISTRATIVE SERVICES DIVISION

MGS 2

Ferguson Block, 12th Flr.
77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3

The Division provides the ministry with all aspects of financial and administrative support services and professional expertise. It also holds administrative responsibility for the Office of the Lieutenant Governor, Office Responsible for Women's Issues, Office Responsible for Senior Citizens Affairs and Office Responsible for Disabled Persons, and performs some accounting functions for the Office of the Legislative Assembly and the Ombudsman's Office.

OPERATIONAL REVIEW OFFICE

MGS 3

Ferguson Block, 12th Flr.
77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3
416-965-9682

The Operational Review Office assists in the evaluation and formulation of business strategies and provides senior management with an internal, general management consulting service. The goals of the office are to improve the operating strategies/strategic plans of the Ministry's various business units and to increase the overall resource productivity of operations, functions and processes through the provision of high-quality, objective advice.

ANALYSIS AND PLANNING SECTION

MGS 4

Ferguson Block, 12th Flr.
77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3
416-965-5690

The Analysis and Planning Section provides a coordinated corporate planning and control service for Ministry management to facilitate the delivery of planning processes and systems. Major functions of the section are the coordination of long-term strategic and short-term operational planning for the Ministry and the development, publication and distribution of policies and procedures. The section liaises with Management Board Secretariat on program and policy matters and is responsible for the analysis and prepar-

ation of Management Board and Cabinet submissions for the Ministry. The section is also responsible for the Ministry's M.B.R. (Management by Results) and P.E.S. (Performance Evaluation System), designed to measure the operational performance of Ministry programs.

SYSTEMS BRANCH

MGS 5

Ferguson Block, 4th Flr.

77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3

416-965-8801

The Systems Branch is responsible for the development, implementation and maintenance of information **technology** in support of ministry programs. In addition, the branch provides internal consulting and advisory services related to information technology.

FINANCE AND OFFICE SERVICES BRANCH

MGS 6

Ferguson Block, 9th Flr.

77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3

416-965-2153

Finance and Office Services Branch provides treasury, comptrollership and administrative services to the Ministry, Office of the Lieutenant Governor, Office Responsible for Women's Issues, Office Responsible for Disabled Persons, and Office Responsible for Senior Citizens Affairs. The Branch also performs reporting functions for the Office of the Legislative Assembly and Office of the Ombudsman.

Financial services include general accounting functions, budget control, financial management advisory services to senior management, payroll, accounts payable, accounts receivable and revenue control. The branch maintains the financial information systems and financial reporting requirements. It also liaises with Management Board of Cabinet, the Office of the Provincial Auditor, other ministries, agencies, boards and commissions on financial matters.

The Office Services Section of the branch offers centralized ministry office services, including purchasing, records management, copy centres, communication services, ministry accommodation services and employee parking.

AUDIT BRANCH

MGS 7

Ferguson Block, 8th Flr.

77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3

416-965-4805

This Branch performs audit functions and provides management with an objective assessment of the internal and management controls under which Ministry programs and activities operate.

LEGAL SERVICES BRANCH

MGS 8

Ferguson Block, 3rd Flr.
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-965-1141

Legal services to the Ministry are provided by this branch in the areas of conveyancing and contracts, e.g. the acquisition (including **expropriation**), sale and lease of **land**, **buildings** negotiation and formulation of building contracts, and contracts for **computer** and other types of services. The branch offers legal opinions to the Ministry on its areas of responsibility, including **Ontario Public Service employees pension** benefits, and provides litigation services in the collection of outstanding accounts.

HUMAN RESOURCE SERVICES DIVISION**HUMAN RESOURCE SERVICES DIVISION**

MGS 9

The Human Resource Services Division brings together various corporate and internal services to provide an effective and integrated approach to human resource management. Ministry services are addressed by the Personnel Services Branch and the Employment Equity for Women Program, while corporate services are provided by the Employee Benefits and Data Services Branch, the CHRIS Project and the Employee Services Branch.

EMPLOYMENT EQUITY FOR WOMEN PROGRAM

MGS 10

Ferguson Block, 8th Flr.
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-965-9775

The Employment Equity for Women Program plans, develops and coordinates activities to improve the status of female employees of the Ministry of Government Services, with the aim of ensuring equal opportunity for women.

CHRIS PROJECT

MGS 11

101 Bloor St. W., 2nd Flr.
Toronto M5S 1P7
416-965-6339

The **Corporate Human Resource Information System (CHRIS)** is designed to enhance and streamline existing corporate systems operated by the Ministry of Government Services in the human resource/payroll area. **CHRISNEWS** and **CHRIS Human Resource Planning Pilot Brochure** are publications produced for internal distribution.

PERSONNEL SERVICES BRANCH

MGS 12

Ferguson Block, 8th Flr.
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-965-7011

Personnel services of this branch include advice to employees and managers and responsibility for establishing appropriate classification and compensation levels for ministry employees, staff recruitment, employee health, human resources planning, training and

development, employee counselling, benefits administration, investigation of employees' grievances and all matters affecting employee working conditions. The branch maintains the Ministry's personnel and employee benefit records; provides liaison between the Ministry, the Human Resources Secretariat and the Ontario Public Service Employees' Union (OPSEU); and ensures that personnel policies and standards outlined by the Secretariat and the Collective Agreement are effectively administered for all employees.

EMPLOYEE SERVICES BRANCH

MGS 13

880 Bay St., 5th Flr.

Toronto M7A 1N3

416-965-7350

The Employee Services Branch provides client ministries and agencies with employee counselling, rehabilitation, health and safety services.

Employee Counselling Services (965-5161) offers confidential **counselling** and referral to employees of the **Ontario Public Service (OPS)**. It coordinates an interministerial program of **rehabilitation** services for OPS employees experiencing long-term illness and/or **disability**, gives assistance to OPS employees in making **day care** arrangements for their children (965-9953) and provides training programs and individual consultations to managers, supervisors and **personnel** administrators in dealing with work performance problems.

Employee Health Services (965-6751, Rm. M1-73 Macdonald Block, Queen's Park Toronto M7A 2C1) provides **health** surveillance programs for employees exposed to designated or **toxic** substances, health promotion and education, and direct health services for employees of the Ontario Public Service at their places of work in Toronto. Confidential assistance is available to employees for prevention and treatment of conditions of ill health, and advice is given to management and employees throughout the Province on occupational health and safety matters. Health Centres are located at the Macdonald Block, Queen's Park; Legislative Building; 1201 Wilson Ave., East Building; 400 University Ave.; 15 Overlea Blvd.; 555 Yonge Street; 2195 Yonge Street; 77 Bloor Street West; 81 Resources Road; 135 St. Clair Ave. West.

The Safety Services Section (965-6517), upon request, provides occupational **safety** services and advice to Ontario Government ministries. Building fire safety inspections are conducted in government owned and leased premises and the section develops plans for the evacuation of government workers from these buildings in cooperation with building occupants. Building air quality testing and monitoring are undertaken, as appropriate, and on request.

EMPLOYEE SERVICES BRANCH

MGS 14

EMPLOYEE VOLUNTEER PROGRAMS

101 Bloor St. W., 4th Flr.

Toronto M5S 1P7

416-965-6489

Employee Volunteer Programs organizes the Employee United Way campaigns throughout the Province of Ontario. It also coordinates Employee Blood Donor Clinics and the Federated Health campaigns within the Metro Toronto region.

EMPLOYEE BENEFITS AND DATA SERVICES BRANCH

MGS 15

George Drew Bldg., 14th Flr.
25 Grosvenor St.
Toronto M7A 1R1

The Benefits Services Section (965-6861) administers **benefit plans** for employees of the **Ontario Public Service (OPS)** in accordance with the **Public Service Superannuation Act**, the **Superannuation Adjustment Benefits Act** and various insurance contracts. It informs current and retired OPS employees and dependent survivors of the benefits available. The branch is not concerned with family benefits programs, federal or private sector pensions, nor OPS separation benefits.

The Data Services Section (965-6541) operates and maintains the **Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)** and the **Central Attendance Recording System (CARS)** for employees of the Ontario Public Service. Central agencies and all ministries receive a variety of services from the systems including: **pay** lists, cheques, work history data, ministry organization structures, status changes of employees, **pension** contribution data, life **insurance**, **Ontario Health Insurance Plan (OHIP)** information, T-4 income **tax** forms, salary structures and various **statistical** analyses. Inquiries should be directed to Personnel or Payroll branches of the ministry concerned or to special services analysts within the Employee Benefits and Data Services Branch.

COMPUTER AND TELECOMMUNICATION SERVICES

COMPUTER AND TELECOMMUNICATION SERVICES

MGS 16

Ferguson Block, 7th, 8th and 12th Flrs.
77 Wellesley St. W.
Toronto M7A 1N3
416-928-3712

Computer and Telecommunication Services assists Ontario government ministries in providing more effective service to the people of Ontario through the application of information technology. For example, Computer and Telecommunication Services **computers** process OHIP payments, provide online information to police departments and support driver and vehicle licencing offices around the province. A variety of telecommunication services are provided, such as operating the voice network and providing teleconferencing facilities. Specialized consulting assistance is also available to customers pertaining to their information **technology** requirements.

Staff work with customers to develop and deliver solutions to their needs and contribute people, facilities and services to this partnership. For general information, call the Manager, User Support (928-3737).

User Support has the capability to provide specialized advice on many aspects of information technology, for example, **office automation**, computerized telephone systems and distributed computer systems (call the Manager, User Support 928-3737).

The Service Desk, a new addition to Computer and Telecommunication Services, is responsible for all inquiries and problems pertaining to mainframe, hardware, software, the Ontario Communications Network, telecommunications, job control language, production, supplies and utilities. Inquiries and any difficulties experienced are tracked from

the time they are reported until they are resolved to the customer's satisfaction (call the **User Support Service Desk** at 963-3900).

To develop skills and understanding, government computer and telecommunication users need to make full use of new information technology. Computer and Telecommunication Services offers a range of computer-related courses, including customized programs (call the Computer and Telecommunication Services **Education Centre** 965-2965).

Mainframe processing, including information storage and printing (printouts), is available from three large computer centres. Security measures to protect data and facilities are included with these services. 'Distributed' processing (mainframe processing on the user's site) is also supported by Computer and Telecommunication Services. Assistance in acquiring and managing such facilities is available. The **software products** necessary to operate these large systems are kept up-to-date by Computer Telecommunication Services, and a variety of specialized software packages is supported to serve the users' needs in database management, **statistical** analysis and financial planning.

These computer facilities, and thousands of individual terminals around the province, are linked by the Computer Telecommunication Services data network (call the Manager, Operations 928-3628). The **Ontario Communications Network** is a telecommunications link between Ontario government offices and provides low-cost calling for government business across Ontario. Associated with this network is a variety of support services. Computer and Telecommunication Services coordinates long-distance telephone bills and telephone servicing, working closely with individual Ministry telephone coordinators.

A major program is underway to install computer-based **telephone** systems in Ontario government offices. These advanced systems provide convenient features at lower cost to the government (call the Manager, Operations - Network Centre 928-3628). Other specialized **telecommunication** services available through Computer and Telecommunication Services include video and audio **teleconferencing** (928-3630), **teletype and facsimile services** (928-3630), and **radio** communication systems (928-3634).

CORPORATE SERVICES DIVISION

CORPORATE SERVICES DIVISION

MGS 17

The Corporate Services Division provides a variety of support services to ministries and agencies of the Government and the public by promoting access to government information, coordinating government purchasing activities and delivering certain central common services.

PURCHASING SERVICES BRANCH SOURCING INFORMATION SERVICE

MGS 18

Ferguson Block, 6th Flr.
77 Wellesley St. W.
Toronto M7A 1N3
416-965-6937

The Purchasing Services Branch maintains an automated **vendor** sourcing service for goods and services purchased by the Ministry of Government Services. It is being developed to provide a one-window registration facility to all vendors who may wish to do business with the Ministry, and is available to other ministries on request.

**PURCHASING SERVICES BRANCH
COLLECTIVE PURCHASING SECTION**

MGS 19

Ferguson Block, 6th Flr.
77 Wellesley St. W.
Toronto M7A 1N3
416-965-4751

This Section establishes government-wide standing agreements and standing offers for the **purchase** of commonly used commodities and services by various ministries and agencies. It operates the **Public Tenders Office** (965-1152) to receive **tenders** for government supply contracts.

**PURCHASING SERVICES BRANCH
GOVERNMENT STATIONERY SERVICE**

MGS 20

3B-9 Macdonald Block
Queen's Park, Toronto M7A 2G4
416-965-7072

Government Stationery Service operates a retail outlet by **purchasing** common **stationery**, office supplies and souvenir products and supplying them on a charge-back basis to government offices throughout the province.

Government Stationery Service also operates a full service Regional Warehouse in Ottawa, serving all government offices in the eastern Ontario region, as well as six **souvenir** shops for personal shopping in government buildings across the Province.

Regional Warehouse
Rideau Centre
10 Rideau St., Ste. 205
Ottawa K1N 9J1
613-566-2735

Ontario Government Bldg.
700 North Christina St.
Sarnia N7V 3C2

Ontario Government Bldg.
199 Larch St.
Sudbury P3E 5P9

SOUVENIR OUTLETS

Ellen Fairclough Bldg.
119 King St. W.
Hamilton L8N 3Z9

Ontario Government Bldg.
435 James St.
Thunder Bay P7C 5G6

Ministry of Revenue Bldg.
33 King St. W.
Oshawa L1H 8H5

Legislative Bldg.
Main Lobby
Queen's Park, Toronto M7A 1A2

Access Ontario
Rideau Centre
10 Rideau St.
Ottawa K1N 9J1

PURCHASING SERVICES BRANCH

MGS 21

PRINTING SERVICES

Ferguson Block, 6th Flr.

77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3

416-965-3004

Printing Services handles contracting for all legislative printing including **legislation (bills and regulations)** and the **Ontario Gazette**; **purchases** printing services from the private sector as required; and offers a **graphic** design service to all ministries. Printing Services also provides an in-house copy centre facility to MGS and other ministries on a charge-back basis.

PURCHASING SERVICES BRANCH

MGS 22

VEHICLE REPAIR AND TRUCKING SECTION

185 Judson St.

Mimico M8A 1A5

416-252-3334

The Vehicle Repair and Trucking Section, on a charge-back basis, maintains and repairs government **motor vehicles** (251-2058) and provides a province-wide **trucking** service (252-3334).

PURCHASING SERVICES BRANCH

MGS 23

ASSETS DISPOSAL SERVICE

185 Judson St.

Mimico M8Z 1A5

416-259-7809

The Assets Disposal Service receives, warehouses and arranges for re-use or disposal of **surplus** furniture, equipment and materials. It periodically organizes 'Cash and Carry' sales of surplus equipment and material for the public and **charitable organizations**.

INFORMATION SERVICES BRANCH

MGS 24

Ferguson Block, 6th Flr.

77 Wellesley St. W.

Toronto M7A 1N3

Information Services Branch provides essential information and related services to client ministries and the public. These include: Government Mail Service (which handles regular mail, mass mail and courier and messenger services); Queen's Park Switchboard; Citizens' Inquiry Bureau (including the Ministry reading room); Access Databases and Directories; the Government Translation Service; the Ontario Government Bookstore (which markets and distributes Ontario government publications); records management and standard forms. The branch is also responsible for developing user applications in the area of computerized retrieval of corporate government information.

These services are described individually in the entries that follow.

INFORMATION SERVICES BRANCH
INFORMATION SERVICES DEVELOPMENT

MGS 25

Ferguson Block, 6th Flr.
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-965-0725

The program is responsible for the analysis, design and development of new services to provide easier public access to government programs and information and to improve the services offered to client ministries. The new methodologies and service improvement projects are conceptualized, developed and tested prior to their implementation within the ongoing service delivery programs of the Corporate Services Division.

This section also operates the government-wide **Standard Forms Program** as a central common service.

INFORMATION SERVICES BRANCH
ACCESS DATABASES AND DIRECTORIES

MGS 26

Ferguson Block, 6th Flr.
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-965-7135

Access Databases and Directories assembles public access information from all ministries, and structures it for use by the government and the public. It supplies information in electronic and print form that identifies and locates Ontario government staff, programs and services.

The online services, which are available to ministries to help answer public inquiries include: **GUIDE**, to locate government offices, services and personnel; **KWICplus**, giving descriptions of government services and programs, and **TOPICS**, with information of current interest and sources of related programs and services offered by provincial, federal and municipal governments and non-government organizations. Government of Ontario Directories published are the Telephone Directory and the KWIC Index to Services. Capabilities exist to **publish** custom **directories**.

The section also coordinates the updates of the Ontario government listings in the **Blue Pages** of all public telephone directories in the province.

INFORMATION SERVICES BRANCH
RECORDS CENTRE SERVICES

MGS 27

3215 Erindale Station Rd.
Mississauga L5C 1Y5
416-279-5493

The Records Centre acts as custodian and provides secure storage and retrieval services to all ministries and agencies for inactive **records**, hard copy, computer tape and microfilm. It maintains liaison with the Archives of Ontario to ensure the safeguarding of records with long-term research significance.

INFORMATION SERVICES BRANCH
GOVERNMENT MAIL SERVICE

MGS 28

Macdonald Block, 2B-18
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-965-6902

Government Mail Service is responsible for general **mail service**, providing pick-up and distribution of incoming and outgoing mail to and from the Canada Post Corporation and inter-ministry mail in Metro Toronto. It coordinates the emergency mail service during postal disruptions. This group provides an electronic mail service plus a contractual mail service on a charge-back basis, which includes a mailing list service and a mass mail operation consisting of addressing, labelling, bursting, stripping, folding and inserting mail.

INFORMATION SERVICES BRANCH
TRANSLATION SERVICE

MGS 29

Ferguson Block, 6th Flr.
77 Wellesley St. W.
Toronto M7A 1N3
416-965-2891

This Section provides **translation** services on a mandatory and/or optional basis to government ministries, designated agencies and the Legislature on a charge-back basis. It also offers a free service for landed **immigrants** who need official **documents** translated into English in order to find work or to pursue their education and training in Ontario. The **French** and English Language Service Sections (965-2891) are at the above address. The **Multilingual** Service Unit (965-1458) is located at Ontario Welcome House, 454 University Ave., Toronto. In addition to the free service mentioned above, it offers translation services for internally available languages or refers clients to qualified private sector translation.

INFORMATION SERVICES BRANCH
INQUIRY SERVICES

MGS 30

Macdonald Block, Room M1-51
900 Bay St.
Queen's Park, Toronto M7A 1N3

The Inquiry Services Section manages the Citizens' Inquiry Bureau, Access Ontario and the **Queen's Park Switchboard** (965-1211) which provides a 24-hour **telephone** switchboard service for the Government of Ontario. It also assists switchboards in London (519-679-7000), Sudbury (705-675-4574) and Thunder Bay (807-475-1285) in providing information to the public.

Citizens' Inquiry Bureau (965-3535) is an information and referral service for government programs and services. It serves the public directly and is a backup resource for government offices, MPPs, community information centres, libraries and private organizations. The Citizens' Inquiry Bureau administers **Ontario 20**, a write-in program for clients wishing to access government in languages other than English. The Bureau operates a teletype TTY/TDD service for the **deaf** which allows the hearing impaired to access information on government services and programs. The TTY/TDD service may be reached by calling 965-5130 in Toronto or by dialing 1-800-268-7095 from other provincial locations.

The Bureau also houses the Ministry **reading room** and is responsible for arranging inter-ministerial loans. ■

Access Ontario (Rideau Centre, 10 Rideau St., Ottawa K1N 9J1, 613-566-2721), a store-front Ontario Government **information service** in downtown Ottawa, offers a bilingual information and referral service to telephone, walk-in and written inquiries, and provides a switchboard service to Ontario Government ministries in Ottawa. The Access Centre offers a range of free and priced **publications** and sells Ontario Government **souvenirs**. It displays exhibits on various government and community programs through the year. Outside the Ottawa calling area, ask the operator for Zenith Ontario. For hearing or speech impaired callers, the TTY/TDD number is 566-2761. Access Ontario is open 6 days a week, from 9:30 am to 6:00 pm on Monday, Tuesday, Wednesday and Saturday, and from 9:30 am to 9:00 pm on Thursday and Friday.

INFORMATION SERVICES BRANCH PUBLICATIONS SERVICES

MGS 31

880 Bay St.
Toronto M7A 1N8
Mail Order: 416-965-6015 or
Toll-free 1-800-268-7540
In Area Code 807, ask
Operator for Zenith 67200

Publications Services Section maintains an inventory of Ontario Government **publications** for distribution to the public, other ministries and public libraries through a province-wide library depository system. Publications, including **Hansard**, **Ontario Gazette**, and **legislation (bills and regulations)** can be obtained by personal shopping at the **bookstores** listed below or by mail order from the Publications Services Section, 880 Bay St., 5th Flr., Toronto M7A 1N8. For inquiries regarding personal shopping in Metro Toronto, call the **Ontario Government Bookstore** at 965-2054. For mail order inquiries in Toronto, call 965-6015; from other communities call toll-free 1-800-268-7540; in area code 807 ask operator for Zenith 67200. Prepayment is required: cheques should be made payable to the Treasurer of Ontario. Visa and Mastercard accepted.

PERSONAL SHOPPING

Windsor Public Library Bookstore
850 Ouellette Ave.
Windsor N9A 4M9

Access Ontario
Rideau Centre
10 Rideau St.
Ottawa K1N 9J1

Renouf Publishing Company
61 Sparks St.
Ottawa K1P 5R1

Ontario Government Bookstore
880 Bay St
Toronto M7A 1N8
416-965-2054

GENERAL SERVICES BRANCH

MGS 32

George Drew Bldg., 16th Flr.
25 Grosvenor St.
Toronto M7A 1R2
416-965-2905

The General Services Branch provides Ontario Government ministries with operational support services, including Food Services, Government Payments, Collection Services and Insurance and Risk Management. The Official Documents Section is part of this branch. Coordination of the collection of Ontario Public Service employee debts is the responsibility of this branch's administration staff. The services are described individually in the entries that follow.

GENERAL SERVICES BRANCH

MGS 33

FOOD SERVICES SECTION

George Drew Bldg., 1st Flr.
25 Grosvenor St.
Toronto M7A 1R2
416-965-2075

Food Services Section provides policy review and performs an advisory role in support of the delivery of **food** services within most Government occupied buildings. The ongoing operation of food services facilities is the responsibility of the Property Management Division (965-0718).

GENERAL SERVICES BRANCH

MGS 34

GOVERNMENT PAYMENTS SERVICES

George Drew Bldg., 15th & 16th Flrs.
25 Grosvenor St.
Toronto M7A 1R2
416-965-2905

Government Payments Services is responsible for printing **cheques** for the Ontario government, drawn on the **Consolidated Revenue Fund** for most major programs developed by Ontario Government ministries. The bank accounts on which these cheques are drawn are reconciled against the Consolidated Revenue Fund. Cheque writing and issuing is done only upon authorized request of each ministry. For specific inquiries, contact ministry concerned.

GENERAL SERVICES BRANCH

MGS 35

CENTRAL COLLECTION SERVICE

880 Bay St., 5th Flr.
Toronto M7A 1N8
416-965-5195

Central Collection Service collects **debts** owing to the government.

GENERAL SERVICES BRANCH
 INSURANCE AND RISK MANAGEMENT SECTION
 George Drew Bldg., 1st Flr.
 25 Grosvenor St.
 Toronto M7A 1N3
 416-965-6254

MGS 36

Insurance and Risk Management **purchases insurance** for the government and advises all Ontario ministries and special purpose bodies on insurance coverage, excluding employee benefits. For information on Ontario government employee benefits, call Employee Benefits and Data Services Branch (965-6861).

GENERAL SERVICES BRANCH
 OFFICIAL DOCUMENTS SECTION
 Hearst Block, 3rd Flr.
 900 Bay St.
 Queen's Park, Toronto M7A 1N3
 416-965-5741

MGS 37

The Official Documents Section prepares, records, **microfilms**, searches, and makes copies of Ontario official **documents**, e.g., **land** patents. For details of land patents such as the name of original patentee, date and description of property, contact the Ministry of Natural Resources, Land Management Branch, Titles Section (965-1319). The section **certifies** notarized documents and **affidavits** sent abroad by the public for various purposes. Scrolls Office (965-5733) prepares congratulatory **scrolls** for Ontario citizens, on request, to acknowledge 90th and succeeding birthdays, 50th and succeeding wedding anniversaries, or other significant accomplishments of individuals, municipalities and organizations. It also prepares **Commission Certificates of Appointment** under the Great Seal of the Province of Ontario and the **Privy Seal** of the Lieutenant Governor.

ASSISTANT DEPUTY MINISTER - REALTY GROUP PROGRAM DEVELOPMENT AND MANAGEMENT DIVISION

CORPORATE MANAGEMENT BRANCH
 Ferguson Block, 13th Flr.
 77 Wellesley St. W.
 Queen's Park, Toronto M7A 1N3
 416-965-2172

MGS 38

Corporate Management Branch provides strategic policy and program direction in the financial and technological areas of the Realty Group. Staff assist operating branches with program planning and evaluation, resource allocation, budgeting and accounting.

The branch also administers the **Accommodation Management Information Section (AMIS)** which provides information on government-owned and leased premises to all ministries.

PORTFOLIO MANAGEMENT BRANCH

MGS 39

Ferguson Block, 13th Flr.

77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3

416-965-9989

Through the development and application of strategic planning methods, the Portfolio Management Branch optimizes the provincial government's real estate portfolio of land and buildings for which Government Services is responsible, and provides corporate leadership in developing policies related to owned and leased government accommodation.

Planning expertise and consultation on **accommodation** is provided to all parts of Government Services, provincial ministries and their agencies upon request.

CLIENT SERVICES BRANCH

MGS 40

Ferguson Block, 13th Flr.

77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3

416-965-3804

The Client Services Branch assists clients in identifying their short and long-term **accommodation** requirements, develops accommodation programs, monitors their execution and evaluates their effectiveness with the client. The branch provides a focus for the marketing of all accommodation programs with client ministries.

The following four branches report directly to the Assistant Deputy Minister - Realty Group.

LAND MANAGEMENT BRANCH

MGS 41

Ferguson Block, 5th Flr.

77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3

416-965-2155

This Branch performs **appraisals** (965-1442), **surveys** (965-6748), **negotiations** and **expropriations** (965-2070) for the acquisition (965-9217) of real estate.

It provides direct management services (965-2040) for MGS revenue-producing properties, including the North Pickering Site (Land Management Site Office, P.O. Box 190, Highway 7, Green River, Pickering L1V R2A, 683-7611).

The Branch also assists employees of the **Ontario Public Service** transferred to other locations in Ontario in selling their homes under the **Home Owner Employee Relocation Plan** (965-3444).

LAND MARKETING BRANCH

MGS 42

777 Bay St., 16th Flr.

Toronto M5G 2E5

416-585-6770

The Land Marketing Branch is responsible for the marketing and sale of all provincial **lands** for residential, commercial and industrial development. It develops financial and economic strategies and plans, provides market analysis and markets the lands. The

branch also handles the administration and sale of acquired properties, as well as the **Agricultural Land Sales Program**

LAND DEVELOPMENT BRANCH

MGS 43

777 Bay St., 16th Flr.
Toronto M5G 2E5
416-965-6016

The Branch is responsible for the planning and development of **lands** where title is held by the Ministry of Government Services.

It seeks approvals under the Planning Act for official plan amendments, zoning by-laws, subdivision agreements and severances. It also manages external consulting and contracting services.

MORTGAGE ADMINISTRATION BRANCH

MGS 44

777 Bay St., 15th Flr.
Toronto M5G 2E5
416-585-6015

The Mortgage Administration Branch provides administrative support for Ontario Mortgage Corporation (OMC) activities, which include repayment of **mortgages** and leases committed under various government lending programs, the Ontario Renterprise Program and the Ontario Convert-to-Rent Program.

The Corporation is presently disposing of its first mortgages to the mortgagors and private sector financial institutions in accordance with the Treasurer of Ontario's budget announcement in October 1985.

PROPERTY MANAGEMENT DIVISION

PROPERTY MANAGEMENT DIVISION

MGS 45

Ferguson Block, 13th Flr.
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-963-1555

The Property Management Division represents the Ministry province-wide through Regional and District offices providing operational maintenance, repair, alterations and construction services to Ontario Government-owned **buildings** information on other ministry services; efficient and effective direction, control and management of the Province's lease portfolio and coordination of new leases on behalf of ministries and agencies.

The Ministry ensures the division's responsiveness to client ministries' accommodation needs by placing responsibility in four Regions: Toronto, Eastern, Western and Northern, which oversee the operations of district and area offices.

Leasing Services Branch arranges for appraisals, negotiation, acquisition and payment of rental and adjustment claims for leased **real estate accommodation** from the private sector and municipalities. It provides advisory services, reviews and audits, and arranges for payment of claims (tax and operating) submitted for accommodation (real estate) leased from the private sector. The branch serves most agencies and ministries of the Ontario Government.

Central Operations Branch renders divisional administration and support, moving and

elevator services. The Finance and Administration Section provides the financial, administrative and program consolidation required to deliver a decentralized program, and markets all accommodation programs with client ministries. The **Building Services Section** develops policy, standards and guidelines for property and **energy** management within provincially-occupied buildings. It also provides a focus for technical expertise and advice in facilities management.

The Regional District staff have responsibility for the operation, maintenance and repair of building structures, heating, ventilating, air-conditioning and electrical systems. They provide cleaning, **security**, grounds maintenance (**horticultural** service) and common administrative services in consolidated government office buildings within their geographic area. They also administer **tendering**, supervision of construction of minor capital projects, and alterations and improvements for both leased and government-owned buildings.

Toronto Region provides housekeeping, maintenance and support services to the Lieutenant Governor and the offices of the Premier, the Speaker and Members of Provincial Parliament in the **Legislative Building**.

Guidance and counselling is offered by regional and district office staff to other ministries, contractors and service suppliers, developing a closer communications link between them and the program specialists in Queen's Park. The district offices oversee the day-to-day cafeteria operations, supplier tendering and contract administration for **food** services in provincial court houses and office buildings occupied by government ministries.

Regional and district staff respond to **emergency** situations requiring the protection of staff, the public and government-owned buildings.

Metro Toronto Regional Office

880 Bay St. W., 7th Flr.

Toronto M7A 1R1

416-965-0700

Guelph District Office

53 Victoria Rd. S.

Guelph N1E 5P7

519-822-1150

Queen's Park District Office

32/34 Grenville St.

Toronto M7A 1N7

416-965-6811

Kemptville District Office

Concession Rd.

P.O. Bag 2008

Kemptville K0G 1J0

613-258-8254

East Metro District Office

178 Queen's Quay E.

Toronto M5A 1B4

416-965-6034

Kingston District Office

1055 Princess St.

P.O. Bag 8000

Kingston K7L 5A8

613-545-0386

West Toronto District Office

171 Judson St.

Toronto M8Z 1A4

416-255-2381

London District Office

900 Highbury Ave.

P.O. Box 5452

London N6A 4L6

519-453-3550

Southern Regional Office

90 Dundas St. W.

Mississauga L5B 3A1

416-848-3990

Orillia District Office

24 James St. E.
P.O. Box 790
Orillia L3V 6K7
705-325-7403

Northern Regional Office

199 Larch St.
Sudbury P3E 5P9
705-675-4176

North Bay District Office

1353 Gorman St.
North Bay P1B 2Y3
705-476-2260

Sudbury District Office

Highway 69 S.
McFarlane Lake
P.O. Box 2520
Postal Station A
Sudbury P3A 4S9
705-522-5166

Thunder Bay District Office

500 Algoma St. N.
P.O. Box 3020
Thunder Bay P7B 5G5
807-475-1285

Kenora Area Office

720 Robertson St.
P.O. Box 516
Kenora P9N 3X8
807-468-8918

Sault Ste. Marie Area Office

445 Albert St. E.
Sault Ste. Marie P6A 2J9
705-949-4515

Timmins Area Office

Hollinger Lane
P.O. Box 520
Schumacher P0N 1G0
705-264-2234

DESIGN AND CONSTRUCTION DIVISION

DESIGN SERVICES BRANCH

MGS 46

Ferguson Block, 11th Flr.
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-965-2108

Design Services Branch provides advisory and design services and prepares documents for Ontario Government lease-purchase, capital and **accommodation** alteration projects. Part of the interior design consulting function (965-6723) is commissioning works of **art** in government buildings. The Branch provides professional technical assistance to other ministries on barrier free design, **energy** conservation design and problems in construction, alterations, maintenance and operation of **buildings** and institutions.

CONTRACT MANAGEMENT BRANCH

MGS 47

Ferguson Block, 11th Flr.
77 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-965-0114

Contract Management Branch supplies contractual, **construction** and financial control on capital projects in the provision of **buildings, accommodation** and other facilities for government ministries and agencies.

The branch monitors contract documents for capital construction projects, receives tenders and awards contracts. It supervises construction and inspects work to ensure that schedules are met and construction is in accordance with the contract documents (965-

6674). The branch certifies progress payments and monitors cash flow; arranges and supervises occupancy by the client ministry; resolves disputes arising from contractual or technical sources and administers claims under the lien acts.

The Payment Section processes applications for payment on all Ministry construction projects (965-6738); is responsible for sales tax adjustments and ensures all payments are in accordance with the contract documents and the Construction Lien Act.

The Branch maintains liaison with construction and consulting associations and implements new procedures for tendering and operation of construction projects.

PROJECT MANAGEMENT BRANCH

MGS 48

Ferguson Block

77 Wellesley St. W.

Queen's Park, Toronto M7A 1N3

This Branch provides project management services for designated projects, based on defined criteria, to ensure: adherence to deadlines and budget; delivery consistent with government and client program needs and requirements; effective overall project accountability and single-window project interface and communications.

ACTS

ACTS

MGS 49

The following is a list of Acts administered by the Ministry of Government Services. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or information/communications branch.

Flag Act

Floral Emblem Act

Ministry of Government Services Act, R.S.O. 1980 and Amendments

Official Notices Publication Act

Ontario Land Corporation Act

MINISTRY OF HEALTH

Hepburn Block, 80 Grosvenor St.
Queen's Park, Toronto M7A 1R3

Created by the Public Health Act of 1882 as the first permanent health care administrative body in the Province, the Ministry of Health was originally known as the Provincial Board of Health of Ontario. The Board remained part of the Department of the Provincial Secretary until 1919 when it was transferred to the Department of Labour under the Minister of Health and Labour. The Provincial Board became the Department of Health in 1925. In 1930, the first Minister of Health was appointed and the Department of Hospitals was established under the new Minister's direction. (Hospitals, sanatoria and mental institutions previously reported to the Provincial Secretary.) The Department of Hospitals was merged, as a division, under the Department of Health in 1934. Insured hospital services were introduced in 1959 and insured physicians' services in 1966; the two were combined under the Ontario Health Insurance Plan (OHIP) in 1972. The Department of Health's name was changed to Ministry of Health in 1971.

The Ministry is responsible for ensuring the good health of the Ontario public by administering such programs as health insurance, care for the mentally ill, extended health care, home care services, the regulation of hospitals and nursing homes and drug benefits. The Ministry also operates psychiatric hospitals and medical laboratories and coordinates ambulance services.

DEPUTY MINISTER'S OFFICE

LEGAL BRANCH

HEALTH 1

Hepburn Block, 10th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1S3
416-965-2477

Legal services provided to the Ministry by this branch include preparation of contracts, settling claims, appearing at court hearings etc.. The branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. The Legal Branch is seconded to the Ministry of Health by the Ministry of the Attorney General.

COMMUNICATIONS AND INFORMATION BRANCH

HEALTH 2

Hepburn Block, 9th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1S2
416-965-5167 Media inquiries
416-965-3101 General inquiries
1-800-268-1153 for long distance inquiries

The Communications and Information Branch informs the public, client groups and the media about the Ministry's activities; establishes communications policy; and advises the branches on communications problems. It supports the Minister and the Deputy Minister by liaising with the media, answering public inquiries and producing and distributing publications, news releases and speeches.

Creative Services (965-5811) develops strategies and methods for the Ministry in health

education and health promotion. The section develops proposals and recommendations to promote the best individual and collective levels of health possible. It also maintains contact with other organizations involved in health promotion, such as those within various levels of government, district health councils, local official health agencies and professional and voluntary health organizations, to avoid duplication and to reinforce any deserving efforts undertaken in the field.

ASSISTANT DEPUTY MINISTER - INSTITUTIONAL HEALTH

CORPORATE SUPPORT SERVICES

HEALTH 3

Hepburn Block, 10th Flr.
80 Grosvenor St.
Toronto M7A 1R3
416-965-8443

The purpose of this service is to assess and participate in policy and program development for Institutional Health. The effectiveness of current and newly implemented policies and programs is also evaluated. Some examples of the programs handled by this unit include: organ donation and exchange, the dental component of cleft lip and palate, in-vitro fertilization and sexual assault treatment centres.

NURSING HOMES BRANCH

HEALTH 4

15 Overlea Blvd., 5th Flr.
Toronto M4H 1A9
416-963-1038

Nursing Homes Branch is responsible for inspecting and issuing **licences** to **nursing homes** in Ontario to ensure compliance with the Nursing Homes Act, 1972 and provision of care in accordance with residents' needs. **Construction** plans for new nursing homes must be approved by the branch.

Inspections focus on quality and quantity of nursing and personal care provided, adequacy of fire and general **safety** equipment, sanitation and dietary services. The branch investigates all complaints received from the public pertaining to the care of residents and the operation of nursing homes.

Most nursing home residents are eligible for Extended Health Care (EHC) benefits under the Ontario Health Insurance Plan (OHIP). For nursing home inspection, complaints, and a listing of nursing homes in Ontario, contact head office or regional offices, as listed.

London Regional Office
227 Queens Ave., 3rd Flr.
London N6A 1J8
519-434-1105

Toronto Regional Office
15 Overlea Blvd., 5th Flr.
Toronto M4H 1A9
416-963-1041

Ottawa Regional Office
10 Rideau St., Ste. 403
Ottawa K1N 9J1
613-566-2736

INSTITUTIONAL DIVISION

INSTITUTIONAL OPERATIONS BRANCH

HEALTH 5

15 Overlea Blvd., 7th Flr.
Toronto M4H 1A9
416-965-8161

The principal function of the Institutional Operations Branch is to ensure the efficient and equitable funding of **health** services within public and private **hospitals**, adults' and children's outpatient **rehabilitation** centres and the **Ontario Cancer Treatment and Research Foundation**, in order to meet both community needs and Ministry standards and guidelines. The **Alternate Payments Program** and **Chiropody Program** are also administered by branch staff.

CAPITAL PLANNING BRANCH

HEALTH 6

15 Overlea Blvd., 7th Flr.
Toronto M4H 1A9
416-965-8015

The Capital Planning Branch reviews and approves programs and plans for the **construction** and renovation of health care facilities, including active and chronic **hospitals**, crippled children's treatment centres, rehabilitation centres and nursing homes. Capital **grants** are also administered to projects approved under the Public Hospitals Act.

The branch provides consulting services and prepares design standards for the development of efficient and economical health facilities. Contact Information Resources and Services (HEALTH) at 965-8163 for hospital statistics.

The X-ray Inspection Service (7 Overlea Blvd., Toronto M4H 1A8, 963-1035) administers the regulation respecting X-ray safety by registering owners of equipment designed to produce **X-rays** used in the practice of medicine, approving plans for permanent locations and inspecting them. Provisions of this regulation apply only to the healing arts.

ASSISTANT DEPUTY MINISTER - COMMUNITY HEALTH

LABORATORY SERVICES BRANCH

HEALTH 7

Box 9000, Terminal 'A'
Resources Rd., Hwy. 401 & Islington Ave.
Toronto M5W 1R5
416-248-3196

Laboratory Services Branch has **public health** laboratories throughout the Province which perform tests to assist in diagnosis, prevention and treatment of **disease**. The Branch serves doctors, hospitals, health units and other ministries, and analyzes **drinking water** for the general public. For drinking water specimen mailing kits, call local public health laboratories, listed below.

The Laboratory Inspection Section (963-1032) issues **licences** and inspects **medical** laboratories to ensure development and maintenance of high standards of medical laboratory services and to encourage the most economical use of available resources. Private and **hospital** laboratories are inspected, as necessary, and facts on all aspects of laboratory operations are gathered. The branch also issues licences to specimen collection centres.

Public Health Laboratory
Hamilton Psychiatric Hospital
250 Fennell Ave. W., Box 2100
Hamilton L8N 3R5
416-385-5379

Public Health Laboratory
Government Bldg.
181 Barrie St., Box 240
Kingston K7L 4V8
613-547-2292

Public Health Laboratory
London Psychiatric Hospital
Box 5704, Terminal 'A'
850 Highbury Ave.
London N6A 4L6
519-455-9310

Public Health Laboratory
750 Memorial Ave.
Box 600
Orillia L3V 6K5
705-325-7449

Public Health Laboratory
346 Moodie Dr.
Box 6301, Station 'J'
Ottawa K2A 1S8
613-828-2442

Public Health Laboratory
Midwestern Regional Children's
Centre
Box 700, Highway #23
Palmerston N0G 2P0
519-343-3102

Public Health Laboratory
1341 Dobbin Ave., Box 265
Peterborough K9J 6Y8
705-743-6811

HEALTH PROMOTION BRANCH
Suncor Bldg., 8th Flr.
56 Wellesley St. W.
Toronto M7A 2B7
416-965-9203

The Health Promotion Branch coordinates and facilitates the development and implementation of **health** promotion in all sectors of the Province. It offers guidance, exper-

Public Health Laboratory
160 McDougall St.
Box 220
Sault Ste. Marie P6A 5L6
705-254-7132

Public Health Laboratory
Sudbury & District Health Unit
1300 Paris Cres.
Sudbury P3E 3A3
705-522-2640
(Timmins Satellite)

Public Health Laboratory
336 South Syndicate Ave.
Box 1100, Station 'F'
Thunder Bay P7C 4X9
807-622-6449

Public Health Laboratory
67 Wilson Ave.
Timmins P4N 2S5
705-264-9571

Public Health Laboratory
Central Laboratory
Box 9000, Terminal 'A'
81 Resources Rd.
Highway 401 & Islington Ave.
Toronto M5W 1R5
416-248-3171

Public Health Laboratory
3400 Huron Church Rd.
Box 1616
Windsor N9A 6S2
519-969-4341

tise, data, and consulting services; coordinates Ministry support of community health promotion initiatives; and develops and implements Ministry project and policies. The Branch also provides secretariat support to the Minister's Ontario Implementation Group on Health Promotion and Disease Prevention, chaired by Mr. Steve Podborski.

The Health Promotion Branch does not duplicate the service of the Communications and Information Branch responding to public enquiries for health information.

COMMUNITY AND PUBLIC HEALTH DIVISION

COMMUNITY AND PUBLIC HEALTH DIVISION

HEALTH 9

15 Overlea Blvd., 5th Flr.

Toronto M4H 1A9

416-963-3581

This division ensures the efficient and effective management of programs in the areas of Community Health and Public Health.

COMMUNITY HEALTH PROGRAMS BRANCH

HEALTH 10

15 Overlea Blvd., 6th Flr.

Toronto M4H 1A9

416-963-1383

The Community Health Programs Branch is responsible for administering the Health Service Organization and Community Health Centre Program, the Home Care Program and Placement Coordination Services.

COMMUNITY HEALTH PROGRAMS BRANCH

HEALTH 11

HOME CARE PROGRAM

15 Overlea Blvd., 6th Flr.

Toronto M4H 1A9

416-963-1360/4

The Home Care Program provides services at the community level on a visiting basis to patients who are referred by their physicians and who meet nine eligibility criteria. The basic criterion is requirement of a professional service such as **nursing, physiotherapy, occupational therapy** or **speech therapy**. Patients may also be eligible for additional services including: **nutritional** counselling, medical **social work, drugs, medical** supplies and equipment, **meals on wheels** or **homemaking**. The two components of Home Care are acute and chronic, and both are available throughout the province. In addition, **School Health Service** which involves nursing, physiotherapy, speech therapy, occupational therapy and nutritional counselling, is available on a visiting basis to **children in school** (as defined by the Education Act), when treatment outside the school setting would disrupt the child's educational program. Referrals should be made to the nearest local Home Care Program; telephone numbers are listed below.

Patient Referral Centre
c/o Belleville General Hospital
Dundas St. E.
Belleville K8N 5A9
613-966-3530

Peel Regional Health Unit
10 Peel Centre Dr.
Brampton L6T 4B9
416-791-9400

225 St. Paul Ave., 9th Flr.
Brantford N3R 5Z3
519-759-7752

c/o Leeds, Grenville &
Lanark Health Unit
82 Emma St.
Brockville K6V 1S7
613-345-0060

460 Brant St.
Burlington L7R 4B6
416-639-5141

220 Riverview Dr.
P. O. Box 306
Chatham N7M 5K4
519-351-9780

London Road, c/o Huronview
P. O. Box 458
Clinton N0M 1L0
519-482-3411

1000 Pitt St.
Cornwall K6J 3S5
613-933-1375

324 Church St.
Fort Frances P9A 1E1
807-274-9384

125 Delhi St.
Guelph N1E 4J5
519-823-2550

447 Main St. E.
Hamilton L8N 1K1
416-523-8600

Medical Centre
Group Box 89, R.R. 3
Huntsville P0A 1K0
705-789-8828

Northwestern Health Unit
1 Ocean Ave. W., R.R. 1
Kenora P9N 3W7
807-468-6740

221 Portsmouth Ave.
Kingston K7M 1V5
613-549-1239

6 Tweedsmuir Rd.
Kirkland Lake P2N 1H9
705-567-9355

108 Angeline St. S.
Lindsay K9V 3L5
705-324-9165

50 King St.
London N6A 5L7
519-663-5410

Simcoe County Admin. Bldg.
Midhurst L0L 1X0
705-722-3344

Regional Municipality of York
615 Davis Dr., Ste. 202
Newmarket L3Y 2Y2
416-895-1240

City Hall Tower, 5th Flr.
200 McIntyre St. E., P. O. Box 450
North Bay P1B 8J1
705-476-1144

Community Health Services Centre
301 Golf St.
Oshawa L1G 4B2
416-723-8531

495 Richmond Rd.
Ottawa K2A 4A4
613-722-2029

301-920 1st Ave. W.
Owen Sound N4K 4K5
519-371-2112

Parry Sound District General Hospital
Parry Sound P2A 1T3
705-746-9321

1217 Pembroke St. E.
P. O. Box 940
Pembroke K8A 7M5
613-735-4133

835 Weller St.
Peterborough K9J 4Y1
705-743-2212

167 Kendall St.
Point Edward N7V 4G6
519-336-8112

301 Lake St.
Sault Ste. Marie P6A 4A9
705-949-1650

Simcoe Town Shopping Centre
Second Level
150 West St.
Simcoe N3Y 5C1
519-426-7400

113-115 Cushman Rd., Unit 61
St. Catharines L2M 6S9
416-684-9441

360 Talbot St., Box 8
St. Thomas N5P 1B6
519-631-9907

653 West Gore St.
Stratford N5A 1L4
519-273-2010

Regency Gate
1760 Regent St. S.
Sudbury P3E 3Z8
705-522-3460

c/o Green Acres School
405 West Isabella St.
Thunder Bay P7E 5E5
807-623-4977

169 Pine St., Postal Bag 2012
Timmins P4N 8B7
705-267-1181

45 Sheppard Ave. E.
Willowdale M2N 5W9
416-229-2929

175 Columbia St. W.
Waterloo N2L 5Z5
519-886-8160

410 Giles Blvd. E.
Windsor N9A 4C6
519-253-4612

69 Light St., P. O. Box 815
Woodstock N4S 8A3
519-539-1284

COMMUNITY HEALTH PROGRAMS BRANCH
HEALTH SERVICE ORGANIZATION AND
COMMUNITY HEALTH CENTRE PROGRAM
15 Overlea Blvd., 6th Flr.
Toronto M4H 1A9
416-963-2789

HEALTH 12

Health Service Organizations (HSOs) are physician groups, hospitals and other organizations which receive capitation payment for medical services in lieu of OHIP fee for service. HSOs' capitation payments are on behalf of developed roster populations. If the hospitalization of roster members is less than that of the non-HSO population of their districts, HSOs may also receive a hospital incentive payment. Further information can be obtained by writing to the program at the above address.

The **Community Health Centres (CHCs)** are community-sponsored organizations providing primary health care treatment services to a specified population having a high disease burden, or need for improved access to care. CHC funding is provided through pro-

gram-based budgets developed by the Ministry. CHC program proposals, which must identify the health needs of their population, are reviewed and ranked by District Health Councils. Information on the program can be obtained by writing to the above address.

COMMUNITY HEALTH PROGRAMS BRANCH
PLACEMENT COORDINATION SERVICES

HEALTH 13

15 Overlea Blvd., 6th Flr.
Toronto M4H 1A9
416-963-2789

Placement Coordination Services, started in 1979 and totally funded by the Ministry, provides a single channel to help people requiring placement in long-term **medical** care facilities obtain suitable accommodation and appropriate services. A placement coordination service may be sponsored locally by any recognized planning or service agency. Sponsoring groups must obtain written agreement from the majority of local hospitals, nursing homes and homes for the aged signifying their participation before a program can be funded by the Ministry. Further information can be obtained by writing to the program at the above address.

PUBLIC HEALTH BRANCH

HEALTH 14

15 Overlea Blvd., 5th Flr.
Toronto M4H 1A9
416-963-2229

The Public Health Branch provides leadership and support to Ontario's **public health** system through comprehensive consultant support services for Health Units and corporate management, and central epidemiological services for an effective response to outbreaks of disease. The branch also maintains a comprehensive database for health care planning at the Ministry and local levels.

PUBLIC HEALTH BRANCH
DISEASE CONTROL AND EPIDEMIOLOGY

HEALTH 15

15 Overlea Blvd., 5th Flr.
Toronto M4H 1A9
416-963-2238

This office is a comprehensive provincial epidemiology service which collects **statistics** on **disease** trends, including infectious and non-infectious diseases, sexually transmitted diseases, animal diseases with human implications, and various environmental hazards with public health implications.

The office supplies physicians with **vaccines**, **snake** anti-venom, anti **-rabies** treatment and **drugs** for the treatment of **tuberculosis**, leprosy and sexually transmitted or **venereal diseases**. It also provides a consultative service to Medical Officers of Health, private physicians, other ministries and agencies in matters of **disease** control.

PUBLIC HEALTH BRANCH
PUBLIC HEALTH RESOURCE SERVICE

HEALTH 16

15 Overlea Blvd., 5th Flr.
Toronto M4H 1A9
416-963-2232

The Public Health Resource Service is a multi-disciplinary team of public health profes-

sionals who work in close collaboration with local health agencies, federal and municipal governments, universities and professional associations to identify and respond to province-wide **public health** needs. The service provides technically-competent consultative support in the practice of public health to field agencies/organizations in the areas of **nursing, nutrition**, public health inspection, **family planning, dentistry** and project management and coordination. It also administers the regulation regarding public **swimming pools** under the Health Protection and Promotion Act, including approval of building plans (963-2232). For the delivery of local public health services, contact the local public health unit.

OFFICE OF THE CHIEF MEDICAL OFFICER OF HEALTH

HEALTH 17

80 Grosvenor St., 7th Flr.
Toronto M7A 1R3
416-965-6302

This office undertakes investigations and studies and provides recommendations for policy and long-range planning to prevent the spread of **disease** and promote and protect **health**. The Chief Medical Officer of Health monitors the organization and delivery of **public health** programs and services provided by local boards of health and, in certain circumstances when directed by the Minister, will act to protect health and ensure the provision of necessary public health programs and services.

ASSISTANT DEPUTY MINISTER - POLICY PLANNING AND SYSTEMS

FRENCH LANGUAGE HEALTH SERVICES

HEALTH 18

Hepburn Block, 7th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1R3
416-965-5519

French Language Health Services coordinates the provision of **French language services** to the Ministry of Health and the Franco-Ontarian public.

SERVICES EN FRANÇAIS

Le coordonnateur des services en français de ce ministère est responsable de la mise en oeuvre de la politique du gouvernement en matière de services en langue française (services aux Franco-Ontariens en langue française).

POLICY DEVELOPMENT AND RESEARCH DIVISION

HEALTH 19

Hepburn Block, 8th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1R3
416-965-6246

The function of this Division is to promote and provide support for corporate planning and policy development. This includes analyzing the **health** care system and its environment from a long-term perspective; developing and implementing health research strategy for the Province; and establishing policy on health professional manpower and research **manpower**. The Division also manages the health **research grants** program,

including the **Provincial Lottery grants**, and directs the **Clinical Education** and underserved area programs

UNDERSERVED AREA PROGRAM

HEALTH 20

15 Overlea Blvd., 6th Flr.
Toronto M4H 1A9
416-963-1176

The Underserved Area Program provides financial incentives to recruit **health** care professionals to practice in areas of the Province designated as underserved. Incentives are offered for **physicians, dentists, physiotherapists** and **occupational therapists**.

Bursaries are available to students attending a Canadian university in the last two years, for a return of service upon graduation in the following fields: medical, dental, physiotherapy, **speech** and **audiology** and occupational therapy.

A mobile dental coach treatment program for elementary school children is provided for remote school communities, especially in northern Ontario.

NORTHERN MEDICAL SPECIALIST INCENTIVE PROGRAM

HEALTH 21

15 Overlea Blvd., 6th Flr.
Toronto M4H 1A9
416-963-1176

The Northern Medical Specialist Incentive Program (NMSIP) was established in 1985 to provide **financial incentives** for approved **medical** specialists to locate in Thunder Bay, Sault Ste. Marie, Sudbury, Timmins and North Bay and travel to smaller communities in each district. The program operates under the Ministry of Health Act.

INFORMATION AND SYSTEMS DIVISION

INFORMATION RESOURCES AND SERVICES BRANCH

HEALTH 22

15 Overlea Blvd., 4th Flr.
Toronto M4H 1A9
416-965-8163

The branch is responsible, to all levels of the **health** care sector engaged in the planning and evaluation process, for the identification, interpretation and provision, in an aggregate form, of health and socio-economic information and **research**. Areas of research include health care utilization, health care payment systems, regional distribution of health care services, and health care **statistics** related to **hospitals** and other **medical** and health care institutions.

MANAGEMENT SYSTEMS BRANCH

HEALTH 23

15 Overlea Blvd., 2nd Flr.
 Toronto M4H 1A9
 416-965-8029

INSURANCE SYSTEMS BRANCH

Macdonald-Cartier Bldg., 5th Flr.
 Kingston K7L 3J5
 613-548-6486

The Management Systems and Insurance Systems Branches advise the Ministry and related agencies on all aspects of information and communications technology. They provide **systems development** consulting and data services for a broad range of Ministry needs, including large mainframe-based systems, office technology and micro **computer** based operations. The branches assist in acquiring related services of central agencies in government or obtaining management and systems consulting services, and computer products and services from outside suppliers. They identify opportunities for systems improvement and coordinate the definition and management of systems development, utilizing security and confidentiality safeguards. They also provide ministry information and communications technology strategic plans.

The Management Systems Branch serves the Ministry as a whole, while the Insurance Systems Branch serves the Kingston area programs, specifically the Health Insurance Division (OHIP), Ontario Drug Benefit Program and the Assistive Devices Program.

DISTRICT HEALTH COUNCIL PROGRAM

HEALTH 24

15 Overlea Blvd., 6th Flr.
 Toronto M4H 1A9
 416-963-0614

District Health Council Program coordinators develop and promote District Health Councils which serve as local **health** planning bodies, coordinating and consolidating health services and planning new programs for their areas. **Volunteers** representing a cross-section of the Ontario population are nominated to the councils at the local level and recommended for appointment by the Minister of Health. The six Area Planning Coordinators act as major Ministry contacts for health planning and coordination of Ministry plans and operations on an area basis. The following is a list of District Health Councils, organized by area and by county:

CENTRAL EAST AREA*Peel District*

10 Peel Centre Dr., 1st Flr.
Brampton L6T 4B9
 416-791-7906

Haliburton, Kawartha and Pine Ridge District

P. O. Box 544
Peterborough K9J 6Z6
 705-748-2992

Durham Region District

40 King St. W., Ste. 300
Oshawa L1H 1A4
 416-433-4262

Metropolitan Toronto District

1246 Yonge St., 3rd Flr.
Toronto M4T 1W5
 416-922-8820

County of Simcoe District
County Administration Bldg.
Midhurst L0L 1X0
705-726-9300

EASTERN AREA

Rideau Valley District
1 Abel St., Box 487
Smiths Falls K7A 4T4
613-283-6980

*Kingston, Frontenac and Lennox &
Addington District*
(mailing address)
P. O. Box 1690
Kingston K7L 5J6
(office address)
544 Princess Street
Kingston K7L 1C7
613-549-5253

District Health Council of Eastern Ontario
340 Pitt Street
P. O. Box 1478
Cornwall K6H 5V5
613-933-9585

Ottawa-Carleton Regional District
1355 Bank St., Ste. 304
Ottawa K1H 8K7
613-523-6000

CENTRAL WEST AREA

Brant District
233 Colborne St., Ste. 401
Brantford N3T 2H4
519-756-1330

Haldimand-Norfolk District
101 Nanticoke Creek Pkwy., Box 5081
Townsend N0A 1S0
519-587-2231

Halton District
700 Dorval Dr., Ste. 503
Oakville L6K 3V3
416-842-2120

Hamilton-Wentworth District
Patterson Bldg.
Sanatorium Rd., 2nd Flr.
Main Post Office, Box 2085
Hamilton L8N 3R5
416-389-1321

Niagara District
1440 Pelham St. S., Box 1059
Fonthill L0S 1E0
416-892-5771

Waterloo Region District
75 King St. S., Ste. 218
Waterloo Square
Waterloo N2J 1P2
519-884-6390

Wellington-Dufferin District
317 Speedvale Ave. E.
Guelph N1E 1N3
519-836-7440

NORTH EAST AREA

Algoma District
123 March St., Ste. 405
Sault Ste. Marie P6A 2Z5
705-942-0200

Cochrane District
119 Pine St. S., Ste. 310
Timmins P4N 2K3
705-264-9539

Manitoulin-Sudbury District
142 Durham St. S.
Sudbury P3E 3M7
705-675-5654

Muskoka-Parry Sound Steering Committee
c/o Lorne Tudhope Insurance Brokers
Ltd.
24 William St.
Parry Sound P2V 1V1
705-746-9315

NORTH WEST AREA*Kenora-Rainy River District*

101 Main St. S.

Kenora P9N 1T1

807-468-5683

Thunder Bay District

516 Victoria Ave. E., Ste. 1

Thunder Bay P7C 1A7

807-623-6131

SOUTH WEST AREA*Essex County District*

76 University Ave. W., Ste. 207

Windsor N9A 5N7

519-256-4568

Grey-Bruce District

945 3rd Ave. E., Ste. 5

Owen Sound N4K 2K8

519-376-6691

Kent County District

75 Thames St.

Chatham N7L 1S4

519-351-1162

Lambton District

265 N. Front St., Ste. 108

Sarnia N7T 7X1

519-337-5485

Thames Valley District

826 King St.

London N5W 2X6

519-679-9140

ASSISTANT DEPUTY MINISTER**ADMINISTRATION, FINANCE AND HEALTH INSURANCE****HUMAN RESOURCES BRANCH**

Hepburn Block, 11th Flr.

80 Grosvenor St.

Queen's Park, Toronto M7A 1R3

416-965-5077

HEALTH 25

Human Resources Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. The branch establishes ministry personnel policies and procedures, determines appropriate classification and compensation levels for all ministry employees, recruits staff, counsels employees, investigates employee grievances, coordinates the Ministry's **youth employment** program and maintains personnel and employee benefit records. It serves as liaison between the Ministry, the Human Resources Secretariat and the Ontario Public Service Employees Union (OPSEU) and coordinates ministry programs in human resources planning and development, attendance improvement and customer service in an effort to improve service to the public and client groups. It also functions as a staff development resource to the health sector. The branch is regionalized to provide personnel services to all offices of the Ministry in their geographic regions. Regional offices are listed below.

P. O. Box 1050

Brockville K6V 5W7

613-345-1461

752 King St. W.

Kingston K7L 4X3

613-546-1101

100 West 5th St.

Hamilton L9C 3N6

416-388-2511

Box 48 (OHIP)

49 Place d'Armes

Kingston K7L 5J3

613-548-6271

850 Highbury Ave.
London N6A 4H1
519-455-5110

Box 3010
North Bay P1B 8L1
705-474-1200

Church St.
Penetanguishene L0K 1P0
705-549-7431

Box 2004
St. Thomas N5P 3V9
519-631-8510

580 Algoma St. N.
Box 2930
Thunder Bay P7B 5G4
807-344-3571

Queen's Park Unit
11th Flr., Hepburn Block
Toronto M7A 1S5
416-965-5041

Overlea Unit
6th Flr., 7 Overlea Blvd.
Toronto M4H 1A8
416-965-2025

Islington Satellite Unit
Resources Rd.
Toronto M5W 1R5
416-248-3018

1001 Queen St. W.
Toronto M6J 1H4
416-535-8501

Box 613
Whitby L1N 5S9
416-668-5881

AUDIT BRANCH
7 Overlea Blvd., 2nd Flr.
Toronto M4H 1A8
416-965-4338

HEALTH 26

Audit Branch is responsible for the Ministry's audit functions, which include the review and appraisal of accounting, financial and operating controls within the Ministry and in agencies funded by the Ministry.

EMPLOYMENT EQUITY PROGRAM
7 Overlea Blvd., 6th Flr.
Toronto M4H 1A8
416-963-0207

HEALTH 27

The Employment Equity Program's objective is to improve the status of the Ministry of Health's female employees, with the ultimate goal of ensuring equal opportunity for women in the Ontario government.

FINANCE AND ADMINISTRATION DIVISION

METRICATION UNIT
Hepburn Block, 9th Flr.
80 Grosvenor St.
Toronto M7A 2C6
416-965-8025

HEALTH 28

The Metrication Unit of the Fiscal Resources Branch coordinates all aspects of **metric conversion** within the Ministry of Health, provides liaison with other jurisdictions and acts as the contact point within the Ministry. Through the provision of training, consulta-

tion, literature and other related information, this office acts as a resource on conversion for **health** care and professional associations, agencies and private sector organizations and institutions.

HEALTH BOARDS SECRETARIAT

HEALTH 29

Hepburn Block, Rm. SW-1175

80 Grosvenor St.

Queen's Park, Toronto M7A 1R3

416-965-7285

The Health Boards Secretariat provides administrative support to a number of **health care** appeal and review boards established under Ministry of Health legislation.

The **Health Disciplines Board** handles appeals of decisions by the self-governing colleges of **physicians, dentists, optometrists, pharmacists and nurses** concerning provision of service and registration of members. The **Denture Therapists Appeal Board** reviews **complaints** about registration of denture therapists. Decisions made by the General Manager, Ontario Health Insurance Plan (**OHIP** concerning billing practices of physicians, chiropractors, dentists and optometrists and payment of subscribers' claims, are appealed through the **Health Services Appeal Board**. The **Health Facilities Appeal Board**, **Nursing Homes Review Board**, and **Laboratory Review Board** deal with appeals respecting licences. Appeals of Orders concerning unfit premises and suspension of pupils for non-compliance with the **Immunization of School Pupils Act**, are heard by the **Health Protection Appeal Board**. The **Hospital Appeal Board** handles complaints about appointments to hospitals' medical staff; the **Funeral Services Review Board** reviews decisions on licensing of funeral directors and establishments; and the Review Boards under the **Mental Health Act** hear matters concerning the hospitalization and treatment of involuntary **psychiatric patients**. Under the **Criminal Code of Canada**, the **Lieutenant Governor's Board of Review** studies the case of every person detained under a Lieutenant Governor's warrant (i.e., found guilty or unfit to stand trial by reason of insanity) within 6 months of initiation of the warrant and annually thereafter.

FINANCE AND ACCOUNTING BRANCH

HEALTH 30

7 Overlea Blvd., 5th Flr.

Toronto M4H 1A8

416-963-0937

The branch provides financial information to management; establishes the ministry's accounting policies; manages ministry payment systems and collects ministry revenues. Insurance Accounting Section effects collection and refund of **Ontario Health Insurance Plan (OHIP)** premiums and operates payment systems encompassing hospitals and related facilities, professionals and subscribers for care provided under the Health Insurance Act, and the **Ontario Drug Benefit Program** (965-9337). Central Accounting Section administers payments for suppliers' goods and services, and salaries and payments under special programs such as **Homes for Special Care** and **Extended Health Care** programs (965-1505). The general accounting function includes payroll and expense account services, accounts payable and financial liaison with Management Board of Cabinet, the Provincial Auditor and other government ministries and agencies.

FISCAL RESOURCES BRANCH

HEALTH 31

Hepburn Block, 9th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 2C6
416-965-5415

The Fiscal Resources Branch coordinates preparation of the Ministry's estimates and submissions to Management Board, management by results and financial reports. The branch supervises budgetary control and provides financial and management consulting and program evaluation services to assist ministry program managers. It administers ministry funding and monitors the expenditures of **hospitals**, related facilities and several other health care services. These include public, private, and psychiatric hospitals, **home care** agencies, **nursing homes**, ambulance services, local **health** agencies, community **mental health** and **detoxification** programs and clinical education.

SUPPLY AND SERVICES BRANCH

HEALTH 32

15 Overlea Blvd., 4th Flr.
Toronto M4H 1A9
416-963-1070

The Supply and Services Branch provides the Ministry of Health with a wide range of supply and administrative services which include: purchasing (963-1081); reproduction and stationery (963-1018); Ontario **Government Pharmaceutical and Medical Supply** (248-3084); accommodation (963-1025); insurance and claims administration (963-1065); vehicle licensing and parking administration (963-1065); mail and messenger services (965-8288); corporate information resource centre (965-5071); information analysis and development (965-8242); **library** and information services (965-7881); **microrecording** (965-8242); and the Ministry **reading room** (965-7881) which allows public access to Ministry publications, statutes, most manuals and internal procedures.

The branch also supervises a regional administrative and support services program in Kingston, Ontario (613-548-6515) which provides a similar range of services to the Health Insurance Division (OHIP) head office program. Customer service inquiries regarding branch services should be directed to the Manager, Administrative Services at 963-1073.

ONTARIO DRUG BENEFIT (ELIGIBILITY)

HEALTH 33

Macdonald-Cartier Bldg., 3rd Flr.
Kingston K7L 5K2
416-965-9337 (Toronto)
613-548-6552 (Kingston)

Selected prescribed **drugs** are provided at no charge to: **senior citizens** (65 or older) who receive Old Age Security (OAS) or who have resided in Ontario for the past 12 months and are Canadian citizens or landed immigrants or on Ministerial Permits; and recipients of **Family Benefits (FBA)**, General Welfare Assistance (GWA), **vocational** rehabilitation assistance, and **Homes for Special Care** and **Extended Health Care** benefits. The numbered **Ontario Senior Citizens' Privilege Card** entitles eligible patients to drug benefits. Federal OAS pensioners automatically get this card, although anyone over 65 who meets eligibility requirements may apply. Forms are available at some pharmacies, all OHIP district offices, or by writing: Ministry of Health, Drug Benefit, Box 78, Kingston K7L 5K2. FBA (includes the **blind** and **disabled**), GWA and other recipients are issued

monthly cards. To be eligible as benefits, drugs must, for reasons of quality and cost control, be listed in the **Ontario Drug Benefit Formulary**. In certain circumstances, non-Formulary drugs may be approved via special authorization to the prescriber. The drugs must also be prescribed by a **physician** or **dentist** and be obtained at a participating dispensary in Ontario.

HEALTH INSURANCE DIVISION (OHIP)

GENERAL MANAGER'S OFFICE

HEALTH 34

Macdonald-Cartier Bldg.
49 Place D'Armes, P. O. Box 48
Kingston K7L 5J3
613-548-6800

The General Manager is responsible for all programs under this division. The programs are covered under the Health Insurance Act and administered through the Enrolment Services Branch, the Professional Services Branch and the Operations Branch. In addition, the General Manager supervises several units within the Ontario Health Insurance Plan (OHIP) which deal with divisional finances, planning, and program and systems development.

SPECIAL SERVICES UNIT (OHIP)

HEALTH 35

7 Overlea Blvd., 1st Flr.
Toronto M4H 1A8
416-965-1000

This unit is responsible, on the General Manager's behalf, for responding to enquiries about the **Ontario Health Insurance Plan (OHIP)** from the public, members of the provincial legislature and officials from other levels of government.

OPERATIONS BRANCH

HEALTH 36

Macdonald-Cartier Bldg.
49 Place d'Armes, P. O. Box 48
Kingston K7L 5J3
613-548-6273

The Operations Branch administers nine district and ten information offices, with responsibility for processing claims under the Ontario Health Insurance Plan (OHIP), answering questions about enrolment in OHIP, premium payments, **medical** and **hospital** claims, and providing technical support to physicians and practitioners. Each district office has a fully equipped drop-in centre to demonstrate how claims can be submitted and payments reconciled using a computer.

Direct inquiries to the nearest OHIP office as listed below. In the Metropolitan Toronto area, inquiries received from North York or Etobicoke should be referred to the Mississauga District Office and Scarborough inquiries should be referred to the Oshawa District Office.

Hamilton District Office

119 King St. W.

Hamilton L8P 4T9

416-521-7100

For toll-free number check the
blue pages of telephone directory

Hamilton District Information Office

235 King St. E.

Kitchener N2G 4N5

519-745-8421

If long distance dial

1-800-265-2385

Hamilton District Information Office

1043A Second Ave. E.

Owen Sound N4K 2H8

519-376-6447

If long distance dial

1-800-265-3190

Hamilton District Information Office

59 Church St., 3rd Flr.

St. Catharines L2R 3C3

416-682-6658

If long distance dial

1-800-263-4973

Kingston District Office

1055 Princess St.

Kingston K7L 5T3

613-546-3811

If long distance dial

1-800-267-0933

London District Office

227 Queen's Ave.

London N6A 1J8

519-433-4561

If long distance dial

1-800-265-4703

London District Information Office

452 Christina St. N.

Sarnia N7T 5W4

519-337-2348

If long distance dial

1-800-265-1453

London District Information Office

1427 Ouellette Ave.

Windsor N8X 1K1

519-258-7560

If long distance dial

1-800-265-4840

Mississauga District Office

201 City Centre Dr.

Mississauga L5B 2T4

416-275-2730

If long distance ask operator

for Zenith 96420

Oshawa District Office

Executive Tower

419 King St. W.

Oshawa L1J 7J2

416-434-3700

If long distance dial

1-800-263-3814

Oshawa District Information Office

30 Poyntz St.

Barrie L4M 3P2

705-726-0326

If long distance dial

1-800-461-7597

Oshawa District Information Office

139 George St. N.

Peterborough K9J 3G6

705-743-2140

If long distance ask operator

for Zenith 96420

Ottawa District Office

75 Albert St.

Ottawa K1P 5Y9

613-566-2740

If long distance dial

1-800-267-1912

Sudbury District Office

199 Larch St., 8th Flr.

Sudbury P3E 5R1

705-675-4261

If long distance dial

1-800-461-4006

Sudbury District Information Office

205 McNabb St., 2nd Flr.

Sault Ste. Marie P6B 1Y3

705-759-8598

If long distance dial

1-800-461-2215

Sudbury District Information Office

38 Pine St. N.

Timmins P4N 6K6

705-264-5388

If long distance ask operator

for Zenith 96420

Toronto District Office

2195 Yonge St.

Toronto M4S 2B2

416-482-1111

Thunder Bay District Office

435 James St. S.

Thunder Bay P7E 6E3

807-475-1351

Ignace & East ask operator

for Zenith 96420

Thunder Bay District Information Office

100 Main St. S.

Kenora P9N 1S9

807-468-9554

West of Ignace ask operator

for Zenith 69100

PROFESSIONAL SERVICES BRANCH

Macdonald-Cartier Bldg.

49 Place d'Armes, P. O. Box 48

Kingston K7L 5J3

613-548-6555

416-965-2181 (Toronto)

HEALTH 37

The Professional Services Branch adjudicates professionals' claims under the Ontario Health Insurance Plan (OHIP). This function includes the provision of specialized and consultative services on claims submitted by practitioners whose services are paid by OHIP. The branch communicates with professional organizations and licensing bodies including **physicians, dentists, optometrists, chiropractors, osteopaths, chiropodists**, and **physiotherapists**, and maintains a registry of all providers that bill OHIP for **health** services. It assists in establishing **medical** policy for OHIP, and assesses claims made by professionals to ensure that the services were medically necessary, offered in accordance with accepted professional standards and practice and, in fact, rendered. Complaints, with details and OHIP number, can be directed to this branch. For inquiries on payment of claims, contact OHIP district offices listed under the Operations Branch entry.

PROFESSIONAL SERVICES BRANCH**NORTHERN HEALTH TRAVEL GRANT UNIT**

P.O. Box 1292

Kingston K7L 4Y8

1-800-267-9450

HEALTH 38

The unit is responsible for the administration of the **Northern Health Travel Grant Program**. This program helps pay **transportation** costs for Northern Ontario residents who must travel a one-way distance of 300 kilometers or more for medically necessary specialist services. To obtain program details, call the toll-free (number 1-800-267-9450).

ENROLMENT SERVICES BRANCH

HEALTH 39

Macdonald-Cartier Bldg.
49 Place d'Armes, P. O. Box 48
Kingston K7L 5J3
613-548-6241

The Enrolment Services Branch ensures that programs of the Health Insurance Division serve the needs of all clients (individuals, groups, labour and hospitals). The branch is responsible for the design, implementation and monitoring of policies relating to the enrolment of Ontario residents in **OHIP** (Ontario Health Insurance Plan). It also recommends changes to the Health Insurance Act and Regulations. The branch designs specific programs to accommodate special needs (i.e., premium assistance, temporary assistance, premium exemption for resident **senior citizens** over 65 years of age and their spouses and dependents) as well as premium collection programs. It provides liaison with the Federal government and provincial ministries on matters of mutual concern (e.g., **immigrants, refugees, foreign students** and organized labour) to ensure the availability of **health insurance** coverage and prevent abuse of the system. Operating systems are reviewed to produce manuals. The branch is responsible for identifying and specifying enrolment training needs in order to minimize problems when clients request information by telephone, in writing or by personal visits to OHIP district and satellite offices. Contact district and satellite offices listed under the Operations Branch entry.

ASSISTANT DEPUTY MINISTER - EMERGENCY AND SPECIAL HEALTH SERVICES

AMBULANCE SERVICES BRANCH

HEALTH 40

7 Overlea Blvd., 7th Flr.
Toronto M4H 1A8
416-963-2640

The Branch is responsible for the provision of ambulance services in Ontario. It **licenses** private, municipal and hospital-based **ambulance** services and operates nine services staffed by Ministry of Health personnel. It also coordinates air ambulance transfers through a central communications centre, listed below. Emergency ambulance service can be requested via the number listed in local telephone directories or by dialing '0' for operator and asking for Zenith 90000.

Six Ambulance Services Branch regional offices are located throughout the Province. Staff provide a direct link with the head office in Toronto; coordinate the review and approval of funds allocated to each ambulance service; offer advice related to **disaster** planning and ambulance service training programs; evaluate ambulance vehicle and equipment needs within the region; liaise with all levels of municipal, provincial, and federal governments to ensure appropriate ambulance services; provide advice to ambulance service operators to ensure service consistent with legislated requirements, and handle public inquiries and complaints on the system. The regional offices are listed below.

Ontario Government Bldg.
119 King St. W., Box 2112
Hamilton L8N 3Z9
416-521-7148

205 York St., 2nd Flr.
London N6A 1B4
519-679-4600

109 Bradford St.
Barrie L4N 3A9
 705-726-3541

75 Spring St.
 P. O. Box 790
Almonte K0A 1A0
 613-256-3070

199 Larch St., 11th Flr.
Sudbury P3E 5P9
 705-675-4336

435 South James St.
Thunder Bay P7E 6E3
 807-475-1290

Central Air Ambulance Communications
 Centre
 15 Overlea Blvd., 1st Flr.
Toronto M4H 1A9
 416-963-1150
 Duty Officer access number 705-726-8103

DRUGS AND DEVICES DIVISION

HEALTH 41

DRUG PROGRAMS BRANCH

DRUGS AND THERAPEUTICS ADVISORY SERVICE

7 Overlea Blvd., 6th Flr.
 Toronto M4H 1A8
 416-963-2175

The service is responsible for the quality assessment of **drugs** listed in the **Drug Benefit Formulary** and Ontario's schedule of 'interchangeable' drug products. The **publications** also identify which brands of drugs may be interchanged under the Prescription Drug Cost Regulation Act, 1986. Drugs are provided as benefits under the **Drug Benefit** program by the authority of the Ontario Drug Benefit Act, 1986. The branch advises the Ministry of Health and other provincial ministries, institutions, professional organizations, the pharmaceutical industry and the general public on matters which relate to pharmaceuticals, therapeutics and the practice of **pharmacy**. It sets standards for the quality of **pharmaceuticals** in nursing homes, homes for the aged, hospitals and government institutions. The Branch also provides secretariat functions to the Minister's advisory body, the Drug Quality and Therapeutics Committee.

DRUG PROGRAMS BRANCH

PHARMACEUTICAL SERVICES

HEALTH 42

P. O. Box 68
 Kingston K7L 5K1
 613-548-6572
 416-965-9451 (Toronto area callers)

The Pharmaceutical Services Section of the Drug Programs Branch is responsible for the program delivery of **Ontario's Drug Benefit Plan**. The section publishes and distributes the Ontario **Drug Benefit Formulary** and schedule of 'interchangeable' drug products, a prescribing guide for doctors and a dispensing aid for pharmacists. When ordered by an Ontario doctor or other authorized prescriber and dispensed in Ontario, **drugs** in the Formulary (and in exceptional circumstances those for which a special authorization has been obtained) are available free to Drug Benefit recipients. The section processes claims and monitors billings from all Drug Benefit providers and authorizes all services under the plan. Pharmaceutical Services acts in an advisory capacity in all matters related to Ontario Drug Benefit, and serves as a liaison for **pharmaceutical** services in **nursing homes, homes for the aged** and some **hospitals** and government institutions.

ASSISTIVE DEVICES BRANCH

HEALTH 43

15 Overlea Blvd., 6th Flr.

Toronto M4H 1A9

416-963-1956 (Toronto)

1-800-268-6021 (Toll-free)

1-800-268-6023 T.T.Y. - T.D.D. (Toll-free)

The **Assistive Devices Program (ADP)** pays up to 75 per cent of the cost of selected and prescribed specialized equipment and supplies, (i.e. orthoses, prostheses, feeding devices, wheelchairs, incontinence and ostomy supplies, **communication**, visual and hearing aids, and **respiratory** equipment and supplies), for people 22 years of age or younger. The program also supports 75% of the cost of prostheses and respiratory equipment for people older than age 22.

Applicants must see a **physician** who will provide them with the appropriate forms and make referrals to therapists, audiologists, nurses and other hospital professionals. These professionals, registered with the ADP, will produce assessments of applicants' needs for such equipment. The ADP then offers financial assistance for the purchase of approved equipment through direct payments to companies holding contracts with ADP or refunds to patients for up to 75% of the approved price of equipment purchased from unregistered vendors. Refunds are obtained by the patient through the local Home Care Program office.

For information on the program, contact the local Home Care Program office (see list under Community Health Programs Branch -Home Care Program) or write or phone the above office.

ASSISTANT DEPUTY MINISTER - MENTAL HEALTH

HEALTH 44

ASSISTANT DEPUTY MINISTER - MENTAL HEALTH

Hepburn Block, 8th Flr.

80 Grosvenor St.

Queen's Park, Toronto M7A 1R3

416-965-6234

The Assistant Deputy Minister's office provides a focus for the planning and operation of **mental health** services throughout the Province. This includes program responsibility for the ten provincial **psychiatric hospitals**, community mental health programs, addiction services and policy development for the psychiatric units of general hospitals.

MENTAL HEALTH OPERATIONS BRANCH

HEALTH 45

Hepburn Block, 8th Flr.

80 Grosvenor St.

Queen's Park, Toronto M7A 1R3

416-965-6236

The Mental Health Operations Branch is responsible for the administration of the Province's ten **psychiatric hospitals**, with a total bed capacity of approximately 4,600, legislated under the Ontario Mental Health Act (1985) and the Mental Hospital Act. The hospitals provide a range of adult psychiatric services including acute care, rehabilitation long-term care, alcohol detoxification and psychogeriatrics. The psychiatric hospitals are listed below:

*Brockville Psychiatric
Hospital*
P. O. Box 1050
Brockville K6V 5W7
613-345-1461

Hamilton Psychiatric Hospital
P. O. Box 585
Hamilton L9C 3N6
416-388-2511

Kingston Psychiatric Hospital
P. O. Box 603
Kingston K7L 4X3
613-546-1101

London Psychiatric Hospital
850 Highbury Ave.
P. O. Box 2532
London N6A 4H1
519-455-5110

North Bay Psychiatric Hospital
P. O. Box 3010
North Bay P1B 8L1
705-474-1200

Mental Health Centre
P. O. Box 698
Penetanguishene L0K 1P0
705-549-7431

St. Thomas Psychiatric Hospital
P. O. Box 2004
St. Thomas N5P 3V9
519-631-8510

Lakehead Psychiatric Hospital
P. O. Box 3370
Thunder Bay P7B 5J8
807-344-3571

Queen St. Mental Health Centre
1001 Queen St. W.
Toronto M6J 1H4
416-535-8501

Whitby Psychiatric Hospital
P. O. Box 613
Whitby L1N 5S9
416-668-5881

COMMUNITY MENTAL HEALTH BRANCH

HEALTH 46

Hepburn Block, 8th Flr.
80 Grosvenor St.
Queen's Park, Toronto M7A 1R3
416-963-2757

The Community Mental Health Branch administers the **Homes for Special Care** Program, inspecting and issuing licences to **nursing homes** and residential **home care** facilities for former patients of Ontario **psychiatric** hospitals. The Branch also operates the **Community Mental Health Program/Addictions Services Program** which funds a range of both **hospital** and community-based mental health/addictions services, including out-patient and day care treatment programs, supportive housing, vocational training and detoxification. It also provides sessional fees for **psychiatrists** in general hospitals engaged in community **mental health** services.

MENTAL HEALTH PLANNING BRANCH

HEALTH 47

Hepburn Block, 8th Flr.
80 Grosvenor St.
Queen's Park Toronto M7A 1R3
416-965-3244

The Mental Health Planning Branch coordinates and assesses policy issues and strategies and makes policy planning recommendations that impact on the future direction of the **mental health** care delivery system. The branch identifies **research** needs, provides con-

sulting services to the Mental Health Operations Branch, and devises programs and policies for effective mental health care in the Province.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN). Some of the Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's Communications and Information Branch.

ADDICTION RESEARCH FOUNDATION

HEALTH 48

33 Russell St.
Toronto M5S 2S1
416-595-6000

The Addiction Research Foundation (ARF) conducts **research** and demonstration treatment, provides educational and consultative services, and publishes material in the field of **alcohol** and **drug** addiction. Information is available about various social services for people concerned with psychoactive drugs, including alcohol. The **library** of the Addiction Research Foundation has an extensive collection of research reports, books and **audio-visual** material and is open to the public (595-6144). Inpatient and outpatient treatment for alcoholics and drug addicts and abusers is available through the Clinical Institute (595-6021), a 63-bed research and teaching hospital affiliated with the University of Toronto. Regional ARF offices assist communities in the development of preventive and treatment services.

The Foundation operates DIAL-A-FACT/Accès aux faits, a series of factual, scientific telephone messages concerning alcohol and drug topics, from 9:00 a.m. - 9:00 p.m. daily, (1-800-387-2916 or 595-6111 in Toronto). Most pamphlets and some video cassettes are produced in the French language.

CLARKE INSTITUTE OF PSYCHIATRY

HEALTH 49

250 College St.
Toronto M5T 1R8
416-979-6853

The Clarke Institute of Psychiatry operates under the authority of the Ontario Mental Health Foundation Act. The objectives of the Institute are to maintain, manage and operate a hospital with facilities for **psychiatric research, education, diagnosis and treatment**.

In-hospital service is provided for adults and treatment on a day or out-patient basis for both adults and children. The Institute is a teaching hospital (University of Toronto) and offers courses for social workers and mental health professionals in the community.

HEALING ARTS RADIATION PROTECTION COMMISSION

HEALTH 50

7 Overlea Blvd., 16th Flr.
Toronto M4H 1A8
416-963-1030

The Healing Arts Radiation Protection (HARP) Commission was established under the provisions of the **HARP Act** to ensure that exposure of Ontario residents to radiation

from medical x-ray sources is as low as possible, consistent with the production of high quality diagnostic images.

In consultation with its six Advisory Committees representing the disciplines of chiropractic medicine, dentistry, medical radiology, physics, podiatry and radiological technology, the Commission develops regulations and guidelines to ensure the safe use of X-rays. In addition, the HARP Commission advises the Minister of Health on matters relating to **X-ray safety** and approves training courses for all personnel involved in the use of medical X-rays.

The activities of the HARP Commission, as well as information relating to the creation of the Commission and its Advisory Committees, are detailed in the Commission's Annual Report.

ONTARIO CANCER TREATMENT AND RESEARCH FOUNDATION

HEALTH 51

7 Overlea Blvd., 2nd Flr.

Toronto M4H 1A8

416-423-4240

The Ontario Cancer Treatment and Research Foundation supports programs of diagnosis, treatment and **research** in cancer. It operates eight regional cancer treatment centres (associated with hospitals) and 17 consultative and follow-up clinics. The Foundation is affiliated with the Ontario Cancer Institute (incorporating the Princess Margaret Hospital) in Toronto. Services and rehabilitation programs which are funded include speech therapy, prosthetic devices, colostomy patients' program, transportation of patients travelling over 25 miles, and chemotherapeutic drugs for needy Ontario patients. Five lodges are operated to accommodate out-of-town ambulatory patients receiving treatment. The Statistical section promotes adequate reporting of cancer cases and compiles **statistical** data. The Foundation supports undergraduate and postgraduate study in oncology for **medical**, paramedical and scientific personnel. It supports career scientists and laboratory and clinical cancer investigation, and awards research associateships. The **Cancer Information Service** in Hamilton (1-800-263-6718) serves as a resource centre for health professionals, researchers and students.

Regional Cancer Centres are listed below.

Hamilton Regional Cancer Centre

711 Concession St.

Hamilton L8V 1C3

416-387-9495

Northeastern Ontario Oncology Program

41 Ramsey Lake Rd.

Sudbury P3E 5J1

705-522-2200

Kingston Regional Cancer Centre

King St. W.

Kingston K7L 2V7

613-544-2630

Ottawa Regional Cancer Centre

190 Melrose Ave.

Ottawa K1Y 4K7

613-725-6300

London Regional Cancer Centre

391 South St.

London N6A 4G5

519-679-9890

Ottawa Regional Cancer Centre

501 Smyth Rd.

Ottawa K1G 8L6

613-737-8715

Thunder Bay Regional Cancer Centre
290 Munro St.
Thunder Bay P7A 7T1
807-345-1425

Windsor Regional Cancer Centre
2220 Kildare Rd.
Windsor N8W 2X3
519-253-5253

Toronto Bayview Regional Cancer Centre
2075 Bayview Ave.
Toronto M4N 3M5
416-488-5801

ONTARIO MENTAL HEALTH FOUNDATION
365 Bloor St. E., Ste. 1708
Toronto M4W 3L4
416-920-7721

HEALTH 52

The Ontario Mental Health Foundation provides **grants for mental health research**. It supports specific projects, doctoral and postdoctoral students, and postgraduate independent research.

CHAPLAINCY SERVICES
700 Bay St., Room 216
Toronto M7A 1E9
416-965-3733

HEALTH 53

The Ministry of Community and Social Services acts as the lead ministry for the coordination of chaplaincy services for all government ministries. See entry under Ministry of Community and Social Services.

ACTS

ACTS

HEALTH 54

The following is a list of Acts administered by the Ministry of Health. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or information/communications branch.

Alcoholism and Drug Addiction Research Foundation Act
Ambulance Act
Cancer Act
Cancer Remedies Act
Chiropody Act
Community Psychiatric Hospitals Act
Dental Technicians Act
Denture Therapists Act
Drugless Practitioners Act
Fluoridation Act
Funeral Services Act
Healing Arts Radiation Protection Act
Health Care Accessibility Act, 1986
Health Disciplines Act
Health Facilities Special Orders Act, 1983
Health Insurance Act

Health Protection and Promotion Act, 1983
 Homes for Special Care Act
 Hypnosis Act
 Immunization of School Pupils Act, 1982
 Laboratory and Specimen Collection Centre Licencing Act
 Mental Health Act
 Mental Hospitals Act
 Ministry of Health Act
 Municipal Health Services Act
 Nursing Homes Act
 Ontario Drug Benefit Act, 1986
 Ontario Mental Health Foundation Act
 Ophthalmic Dispensers Act
 Prescription Drug Cost Regulation Act, 1986
 Private Hospitals Act
 Private Sanitaria Act
 Psychologists Registration Act
 Public Hospitals Act
 Radiological Technicians Act
 War Veterans Burial Act

MINISTRY OF HOUSING

777 Bay St., 10th Flr.
Toronto M5G 2E5

The Ministry of Housing is responsible for strategies to help meet the need for affordable rental housing. While encouraging the conservation of existing accommodation, it provides rent-geared-to-income housing for qualified low and moderate-income households through Ontario Housing Corporation and helps support municipal, private and cooperative non-profit housing.

The Ministry also administers rent review legislation; helps ensure that all structures in Ontario are built safely and efficiently by developing and maintaining the Ontario Building and Plumbing Codes; and is responsible for strategies to strengthen Ontario's building industry through the Building Industry Strategy Board.

ASSISTANT DEPUTY MINISTER - CORPORATE RESOURCES MANAGEMENT

EMPLOYMENT EQUITY PROGRAM

HOUSING 1

777 Bay St., 16th Flr.
Toronto M5G 2E5
416-585-6718

The Employment Equity Program Office plans, develops and coordinates programs within the Ministry of Housing, the Ministry of Municipal Affairs, the local housing authorities and the Residential Tenancy Commission to improve the employment status of women, visible minorities, disabled persons, native people and francophones.

FRENCH LANGUAGE SERVICES

HOUSING 2

47 Sheppard Ave. E., Ste. 207
Willowdale M2N 2Z8
416-224-7635
If long distance, ask operator for
Zenith 52650

The French Language Services Coordinator supervises, within the Ministries of Housing and Municipal Affairs, the implementation of the government's policy on provision of French language services to the Franco-Ontarian public.

SERVICES EN FRANCAIS

Le coordonnateur des services en français de ce ministère et du ministère des affaires municipales est responsable de la mise en oeuvre de la politique du gouvernement en matière de services en langue française (services aux Franco-Ontariens en langue française).

COMMUNICATIONS BRANCH

HOUSING

777 Bay St., 17th Flr.
Toronto M5G 2E5
416-585-7025
Customer Assistance: 416-585-7041

Communications Branch provides information services to the Ministry of Housing and communications services to the Ministry of Municipal Affairs. It acts as communication and marketing consultant to both Ministries.

INTERNATIONAL YEAR OF SHELTER FOR THE HOMELESS SECRETARIAT

HOUSING 4

777 Bay St., 15th Flr.
Toronto M5G 2E5
416-585-7503

The Ministry of Housing is coordinating Ontario's contribution to the United Nation's 1987 International Year of Shelter for the Homeless. Its main objectives are to: search for solutions to the causes and effects of homelessness; strive for greater effectiveness in the provision of shelter and support initiatives for the homeless, and increase public awareness and understanding of issues related to the homeless.

Ontario's IYSH Secretariat provides administrative and research support to the Minister's Advisory Committee on IYSH, coordinates the participation of Ontario ministries and reviews ways for the Province to work with the federal government and other provinces and countries in seeking answers to world housing problems.

The Advisory Committee is made up of private citizens familiar with issues affecting the homeless and the hard-to-house in Ontario.

CORPORATE SECRETARY

HOUSING 5

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6521

The Office of the Corporate Secretary provides corporate secretarial services to the board of directors of **Ontario Housing Corporation**. The office receives resolutions from **municipalities** requesting participation in various ministry **housing** programs; accepts submissions resulting from public **tenders** called on behalf of the ministry and its agencies; and maintains insurance policies (vehicle and general third party liability) for the ministry, its agencies and the Ministry of Municipal Affairs.

MANAGEMENT SERVICES BRANCH

HOUSING 6

777 Bay St., 3rd Flr.
Toronto M5G 2E5
416-585-6830

Management Services Branch provides management consulting, **systems development** and data processing services to the Ministry of Housing and its agencies and the Ministry of Municipal Affairs. This includes **records management**, forms design and control and manuals management. The branch is responsible for the definition, development and documentation of the ministries' computerized or manual information and administrative systems. It liaises with the Ministry of Government Services' Computer and Telecommunication Services Division and represents the ministries at the Ontario Systems Council. For government systems development policy, see Management Board of Cabinet, Information Technology Division.

The branch also supplies the ministries and their agencies with **administrative services**, including supply management, purchasing of goods and services, printing, duplicating, mail and transportation services and assets management. It liaises with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchase of commonly used supplies. The branch is responsible for the Ministry of Housing and the Ministry of Municipal Affairs **library**,

located at 777 Bay St., 2nd Flr.. The library operates a **reading room** which provides public access to the ministries' publications, statutes and some manuals and internal procedures.

OPERATIONS REVIEW AND AUDIT BRANCH

HOUSING 7

777 Bay St., 3rd Flr.
Toronto M5G 2E5
416-585-6550

Operations Review and Audit Branch provides internal audit services and operations reviews to the Ministries of Housing and Municipal Affairs. Functions include assurances to management about the adequacy of the systems of financial and management control and assistance in identifying opportunities for improvement.

HUMAN RESOURCES BRANCH

HOUSING 8

777 Bay St., 3rd Flr.
Toronto M5G 2E5
416-585-6003

Human Resources Branch performs personnel functions for the Ministry of Housing and the Ministry of Municipal Affairs. The Metropolitan Toronto Housing Authority handles its own personnel functions (928-4914). The branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. It is responsible for the formulation of ministry personnel policies and procedures, manpower planning, staff development, the **Career Development Options Program**, establishment of appropriate classification and compensation levels for all ministry employees, staff recruitment, employee counselling, investigation of employee grievances, and all matters affecting working conditions and performance. The branch maintains the ministries' personnel, payroll and employee benefit records. It also provides liaison between the ministries and the Civil Service Commission, Management Board of Cabinet, and Ontario Public Service Employees Union (OPSEU). The branch offers a complete staff relations service to the Ontario Housing Corporation and its local Housing Authorities in dealing with the Canadian Union of Public Employees (CUPE) and OPSEU.

FINANCIAL SERVICES BRANCH

HOUSING 9

777 Bay St., 17th Flr.
Toronto M5G 2E5
416-585-6580

Financial Services Branch provides financial management and accounting services to all Ministry of Housing and Ministry of Municipal Affairs programs. These services include accounts payable, receipt of revenue and formulation of policies and procedures relating to financial control and preparation of annual estimates and public accounts.

The branch coordinates the housing-related, cost-sharing arrangements with the federal government and provides accounting and banking services to 6 Regional Housing Programs offices and 58 **housing authorities** across the Province.

Financial liaison with the Provincial Auditor and the Ministry of Treasury and Economics is also provided by the branch.

LEGAL BRANCH

HOUSING 10

777 Bay St., 16th Flr.
 Toronto M5G 2E5
 416-585-6703

Legal Branch provides legal services to the Ministry of Housing and its agency, **Ontario Housing Corporation**. These services relate to housing, building development, purchase and sale of land, mortgages, ministry operations and interpretation of statutes, regulations and proposed legislation. The section serving the Metropolitan Toronto Housing Authority is located at 1320 Yonge St., 2nd Flr., Toronto M4T 2W4, 416-928-4938.

CORPORATE PLANNING AND EVALUATION
BRANCH

HOUSING 11

777 Bay St., 17th Flr.
 Toronto M5G 2E5
 416-585-6800

The Corporate Planning and Evaluation Branch is responsible for allocating resources, coordinating the ministry's strategic plan, developing management processes and analysing policy issues from a corporate or ministry point of view. The branch responsibilities are divided among three sections.

Resource Allocation and Cabinet Liaison Section (585-7014) manages the ministry's financial resource allocation and estimates processes, and ensures effective, ongoing liaison and communications with Cabinet and its Committees.

Management Planning and Statistical Analysis Section (585-7018) coordinates development of the ministry's strategic plan and managing by results abstracts. It designs and develops effective management control processes, including an integrated management process for the ministry, conducts surveys and provides statistical information on ministry programs.

Corporate Policy Section (585-7016) provides corporate policy advice and ensures effective coordination and development of the ministry's responses to government-wide issues.

BUILDING INDUSTRY SECRETARIAT

HOUSING 12

777 Bay St., 2nd Flr.
 Toronto M5G 2E5
 416-585-7418

The Building Industry Secretariat administers a comprehensive strategy which strengthens all facets of one of Ontario's most vital economic forces, the **building industry**.

The Building Industry Strategy will increase employment opportunities, expand production for markets both at home and abroad and foster career development within the industry. The strategy is implemented by the **Building Industry Strategy Board**. This industry-driven board has member representation from labour, industry and government.

The building industry comprises those who contribute to the building process from project conception to building management, maintenance and renovation. It encompasses the providers of products, services and labour in the construction of residential, commercial, industrial and institutional buildings. The industry also includes a supporting

network of distributors, financial institutions, educators, industry associations, exporters, importers, regulatory agencies, buyers of construction and government.

ONTARIO BUILDINGS BRANCH

HOUSING 13

777 Bay St., 3rd Flr.

Toronto M5G 2E5

416-585-6666

The Ontario Buildings Branch administers the **Building Code** under the Building Code Act and the **Plumbing Code** under the **Ontario Water Resources Act**. The Building Code consists of building requirements to minimize the risk of injury and property damage from structural failure, fire and health hazards. Advice is provided to municipalities, builders and the public on **building** regulations enforced by municipalities.

The Branch also manages the **Building Action Program**, which administers **grants to municipalities** for innovative projects to improve areas of building administration, and provides training courses for municipal building officials.

RESIDENTIAL TENANCY COMMISSION

HOUSING 14

* RENT REVIEW

77 Bloor St. W., 10th Flr.

Toronto M5S 1M2

416-963-2742

Ontario's **Residential Tenancies Act** limits the amount and frequency of **rent** increases in certain rental accommodation. One increase per year, regardless of amount, is permitted. Increases are limited to a maximum of 4 per cent unless the landlord/landlady has obtained approval from the Commission for a greater increase. Rent review applies to rental houses, apartments, townhouses, rooming houses, **mobile homes** and sites. Certain non-profit or government-owned rental housing and new units not rented prior to January 1, 1976 are exempt from Rent Review. Commission offices throughout Ontario (listed below) provide information and advice on all **landlord and tenant** matters, including the Landlord and Tenant Act, Part IV, and handle rent review cases in local areas. If local office is long distance, call operator and ask for Zenith 96000 for toll-free call.

Note: At the time of publication of the 1987 KWIC Index, the government is proposing new rent review legislation to replace the Residential Tenancy Commission with a new system of rent review, and extend rent review to all private rental units in Ontario. The office numbers listed below remain in effect to provide information to the public.

CENTRAL REGION

7 Overlea Blvd., 6th Flr.

Toronto M4H 1A8

416-429-0664

(For East York)

5233 Dundas St. W., 4th Flr.

Islington M9B 1A6

416-236-2681

(For Etobicoke, York)

2100 Ellesmere Rd., 3rd Flr.

Scarborough M1H 3B7

416-438-3452

(For Scarborough)

56 Wellesley St. W., 8th Flr.

Toronto M7A 2J9

416-964-8281

(For City of Toronto)

45 Sheppard Ave. E., 5th Flr.
Willowdale M2N 5W9
 416-224-7643
 (For North York and Regional
 Municipality of York)

SOUTH-WESTERN REGION

114 Worsley St., 5th Flr.
Barrie L4M 1M1
 705-737-2111
 (For County of Simcoe,
 District Municipality of Muskoka)

25 Main St. W., 16th Flr.
Hamilton L8P 1H1
 416-528-8701
 (For Regional Municipality of
 Hamilton-Wentworth, Halton,
 Haldimand-Norfolk, County of
 Brant)

30 Duke St. W., 4th Flr.
Kitchener N2H 3W5
 519-579-5790
 (For Regional Municipality of
 Waterloo, Counties of Wellington,
 Dufferin)

80 Dundas St. E., 1st Flr.
London N6A 2P3
 519-673-1660
 (For Counties of Middlesex,
 Oxford, Elgin, Lambton, Perth,
 Huron)

1310 Dundas St. E., 2nd Flr.
Mississauga L4Y 2C1
 416-270-3280
 (For Regional Municipality
 of Peel)

1131 Second Ave. E., Ste. 106
Owen Sound N4K 2J1
 519-376-3202
 (For Counties of Grey, Bruce)

43 Church St., 6th Flr.
St. Catharines L2R 7E1
 416-684-6562
 (For Regional Municipality
 of Niagara)

99 Chatham St. E., 7th Flr.
 P. O. Box 189, Station 'A'
Windsor N9A 6V6
 519-253-3532
 (For Counties of Essex, Kent)

EASTERN AND NORTHERN REGION

275 Ontario St., Ste. 100
Kingston K7K 2X5
 613-548-6770
 (For Counties of Frontenac,
 Lennox & Addington,
 Leeds & Grenville, Hastings,
 Prince Edward & that portion of
 Lanark County lying west of Hwy 29,
 excluding the towns of
 Carleton Place & Smiths Falls)

215 Oak St. E.
North Bay P1B 8P8
 705-476-1231
 (For Districts of Nipissing,
 Parry Sound)

11 Simcoe St. N., 5th Flr.
Oshawa L1G 4R7
 416-723-8135
 (For Regional Municipality of Durham)

10 Rideau St., 3rd Flr.
Ottawa K1N 9J1
 613-230-5114
 (For Regional Municipality of
 Ottawa-Carleton,
 Counties of Renfrew,
 Stormont-Dundas-Glengarry,
 Prescott & Russell & that portion of
 Lanark
 County lying east of Hwy 29,
 including the towns of Carleton Place and
 Smiths Falls)

139 George St. N.
Peterborough K9J 3G6
705-743-9511
(For Counties of Peterborough,
Northumberland, Victoria, Haliburton)

199 Larch St., 5th Flr.
Sudbury P3E 5P9
705-675-4373
(For Regional Municipality of
Sudbury, Districts of Sudbury,
Manitoulin, Algoma)

435 James St. S., 3rd Flr.
P. O. Box 5000, Station 'F'
Thunder Bay P7C 5G6
807-475-1595
(For Districts of Thunder Bay,
Kenora, Rainy River)

273 Third Ave., 2nd Flr.
Timmins P4N 1E2
705-264-9555
(For Districts of Cochrane &
Timiskaming)

ASSISTANT DEPUTY MINISTER - SOCIAL HOUSING

SOCIAL HOUSING WING

HOUSING 15

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6002

The Social Housing Wing is responsible for developing provincial social housing policies and programs; handling federal-provincial relations; delivering provincial social housing programs, including municipal non-profit, private non-profit, cooperative and rent supplement; developing and evaluating administrative and operational procedures for social housing programs; and managing Ontario Housing Corporation's rental housing through its agents, the local housing authorities.

SOCIAL HOUSING

HOUSING 16

FIELD OPERATIONS BRANCH

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6430

Field Operations is responsible for six regional housing programs offices supporting the administration of 58 **housing authorities** involved in the day-to-day management of public housing. The offices, which are located in Hamilton, London, Ottawa, Toronto, Sudbury and Thunder Bay, also work with private and municipal non-profit housing corporations and cooperative groups.

Services include property management support to local housing authorities and technical support for program delivery and maintenance of Ontario Housing Corporation (OHC) property.

The offices are responsible for province-wide delivery and administration of various housing programs, including: Ontario Community Housing Assistance Program; municipal, private and co-operative non-profit housing programs; Low-Rise Rehabilitation Program; Convert-to-Rent Program; Rent Supplement Program; Ontario Home Renewal Program; Municipal Housing Statement Program; Renterprise and Federal/Provincial Senior Citizen Rural Housing Program.

The offices have authority to approve non-profit groups' program loans and budgets housing authority budgets and emergency repairs to OHC projects. They may also award tenders above financial limits set for housing authorities.

Housing authorities administer the province's **rent** geared-to-income **housing**. This accommodation is provided to parents aged 16 or more with at least one dependent under the age of 18; to **senior citizens** when at least one spouse has reached the age of 60; and to physically, **developmentally** and psychiatrically **disabled** persons. Applicants must be Canadian citizens or landed immigrants, with a minimum of one year residency in Ontario. A priority system is used to rank applications according to the degree of need. The rent is calculated on a scale that is geared to gross household income.

Below is a list of regional housing programs offices and local housing authorities.

REGIONAL HOUSING PROGRAMS OFFICES

Southern Office
55 Hess St. S.
Hamilton L8P 4R8
416-521-7500
If long distance ask Operator
for Zenith 20450

Southwestern Office
275 Dundas St. W., Ste. 1101
London N6B 3L1
519-679-7110
If long distance dial
1-800-265-4733

Eastern Office
1150 Morrison Dr., 2nd Flr.
Ottawa K2H 8S9
613-820-8305
If long distance dial
1-800-267-6108

Northern Office
1191 Lansing Ave.
Sudbury P3A 4C4
705-560-6350
If long distance dial
1-800-461-1190

Northwestern Office
435 James St. S.
Thunder Bay P7C 5G6
807-475-1465
If long distance dial
1-800-465-5015

Central Office
4950 Yonge St., 4th Flr.
Madison Centre
Willowdale M2N 6K1
416-225-0289
If long distance ask Operator
for Zenith 20450

HOUSING AUTHORITIES

Arnprior
8 McGonigal St.
Arnprior K7S 1L3
613-623-6177

York Regional
59 Yonge St. S., Ste. 201
Aurora L4G 1M1
416-727-1354
416-832-1618 (Toronto line)
If long distance ask Operator
for Zenith 44120

South Simcoe & Barrie
49 High St., Ste. 404
Barrie L4N 5J4
705-728-3894
If long distance ask Operator
for Zenith 44120

Hastings & Prince Edward
205 Dundas St. E., Ste. 303
P. O. Box 682
Belleville K8N 5B3
613-968-3465
If long distance ask Operator
for Zenith 44120

Muskoka District

95 Manitoba St., Ste. 5
P. O. Box 2009
Bracebridge P0B 1C0
705-645-9261
If long distance ask Operator
for Zenith 44120

Brant & Brantford

233 Colborne St.
Colborne Crt., Ste. 201
Brantford N3T 2H3
519-759-6100

Leeds & Brockville

58 King St. E.
Brockville K6V 1B3
613-342-2341
If long distance ask Operator
for Zenith 44120

Haltou

Burlington Square
760 Brant St.
Burlington L7R 4B7
416-632-6586
If long distance ask Operator
for Zenith 44120

South Waterloo

9 Cambridge St.
Cambridge N1R 3R5
519-623-2686

Lanark County

380 Flora St.
Townline Mall
Carleton Place K7C 3M9
613-257-7230
If long distance ask Operator
for Zenith 44120

Kent & Chatham

30 Raleigh St.
P. O. Box 1296
Chatham N7M 5R9
519-354-9592
If long distance ask Operator
for Zenith 44120

Northumberland County

24 Covert St.
P. O. Box 969
Cobourg K9A 4W4
416-372-0151
If long distance ask Operator
for Zenith 24430

Cornwall & Area

113 Amelia St.
P. O. Box 1086
Cornwall K6H 5V2
613-938-7717
If long distance ask Operator
for Zenith 44120

East Kenora District

4 Earl Ave.
Dryden P8N 1X3
807-223-3087
If long distance ask Operator
for Zenith 44120

Timiskaming District

P. O. Box 907, 6th Ave.
Englehart P0J 1H0
705-544-2334
If long distance ask Operator
for Zenith 44120

Essex County

360 Fairview Ave. W., No. 302
Essex N8M 1Y3
519-776-6464
If long distance ask Operator
for Zenith 44120

Rainy River District

255 Scott St.
Fort Frances P9A 3M6
807-274-7704
If long distance ask Operator
for Zenith 44120

Huron County

48 The Square
Goderich N7A 1M5
519-524-2637
If long distance ask Operator
for Zenith 21520

Wellington & Guelph
 292 Speedvale Ave. W., Unit 7
Guelph N1H 1C4
 519-824-7822
 If long distance ask Operator
 for Zenith 44120

Hamilton-Wentworth
 119 King St. W., 7th Flr.
 P. O. Box 2112
Hamilton 1C4 3Z9
 416-521-7399

Prescott & Russell
 880 James St.
Hawkesbury K6A 2W8
 613-632-8501
 If long distance ask Operator
 for Zenith 44120

South Cochrane District
 629 Cedar St.
 P. O. Box 1028
Iroquois Falls 'A' P0K 1G0
 705-232-4095
 If long distance ask Operator
 for Zenith 44120

North Cochrane District
 Model City Mall
Kapuskasing P5N 2E9
 705-335-6179
 If long distance ask Operator
 for Zenith 44120

West Kenora District
 20 Main St. S.
Kenora P9N 1S7
 807-468-5612

Bruce County
 325 Lambton St.
 P. O. Box 1450
Kincardine N0G 2G0
 519-396-3439
 If long distance ask Operator
 for Zenith 44120

Kingston
 394 King St. E.
 P. O. Box 206
Kingston K7L 4V8
 613-546-5591
 If long distance ask Operator
 for Zenith 44120

North Waterloo
 101 Hazelglen Dr.
 P. O. Box 1061
Kitchener N2G 4G1
 519-578-2860

Victoria-Haliburton
 20 Sussex St. S.
Lindsay K9V 5A8
 705-324-6401
 If long distance ask Operator
 for Zenith 44120

Manitoulin & Espanola Area
 13 Worthington Ave.
 P. O. Box 638
Little Current P0P 1K0
 705-368-3400
 If long distance ask Operator
 for Zenith 44120

London & Middlesex
 137 Dundas St., 4th Flr.
London N6A 1E9
 519-434-2765

North Simcoe & Orillia
 303 Midland Ave., Ste. 208
 P. O. Box 608
Midland L4R 1Z8
 705-526-4225
 If long distance ask Operator
 for Zenith 44120

Peel Regional
 755 The Queensway E., Ste. 301
Mississauga L4Y 4C5
 416-279-7792
 If long distance ask Operator
 for Zenith 44120

Lennox & Addington

20 Market Square

P. O. Box 43

Napanee K7R 3L4

613-354-5695

If long distance ask Operator
for Zenith 44120

East Niagara

4701 St. Clair Ave.

P. O. Box 656

Niagara Falls L3B 4A4

416-354-1678

For toll-free number check
blue pages of telephone directory

Nipissing & Parry Sound Districts

1275 Main St. W.

North Bay P1B 2W7

705-472-2441

If long distance dial
1-800-461-9560

Dufferin County

3 Townline Rd.

Orangeville L9W 3R4

519-941-8221

Durham Regional

50 Centre St. S.

4th Flr., Rundle Tower

Oshawa L1H 3Z7

416-434-5011

Ottawa-Carleton Regional

1545 Carling Ave., 7th Flr.

Ottawa K1Z 8P9

613-728-1600

Grey County & Owen Sound

1131-2nd Ave. E., Ste. 101

Owen Sound N4K 2J1

519-376-5744

If long distance ask Operator
for Zenith 44120

Renfrew County & Pembroke

209 Renfrew St., P. O. Box 636

Pembroke K8A 5S2

613-735-0782

If long distance ask Operator
for Zenith 44120

Peterborough

105 George St. N.

Peterborough K9J 3G3

705-742-0439

If long distance ask Operator
for Zenith 44120

Lambton County

4166 Petrolia St.

P. O. Box 1210

Petrolia N0N 1R0

519-882-1190

If long distance ask Operator
for Zenith 44120

Grenville & Prescott

108 Park St.

P. O. Box 1299

Prescott K0E 1T0

613-925-5906

If long distance ask Operator
for Zenith 44120

Renfrew

170 Renfrew Ave. W.

Renfrew K7V 2Y6

613-432-3679

Sarnia

242A Indian Rd. S.

Eastland Bldg., Ste. 211 S.

Sarnia N7T 3W4

519-344-8323

Algoma District

464 Albert St. E.

P. O. Box 445

Sault Ste. Marie P6A 2S8

705-254-7166

If long distance ask Operator
for Zenith 44120

Haldimand-Norfolk Regional

1 Oak St.

Simcoe N3Y 3J4

519-426-7792

If long distance ask Operator
for Zenith 44120

Smiths Falls

1 Abel St., Unit 3

P. O. Box 848

Smiths Falls K7A 4W7

613-283-2555

North Niagara

71 King St.

P. O. Box 1207

St. Catharines L2R 7A7

416-682-9201

If long distance ask Operator
for Zenith 44120

Elgin & St. Thomas

348 Talbot St.

P. O. Box 158

St. Thomas N5P 3T7

519-631-4580

Perth & Stratford

413 Hibernia St.

Stratford N5A 5W2

519-271-5393

If long distance ask Operator
for Zenith 44120

Sudbury District

Tower 200, Ste. 401

200 Elm St. E.

Sudbury P3C 5N3

705-674-8323

If long distance ask Operator
for Zenith 44120

Thunder Bay District

1111 East Victoria Ave.

Thunder Bay P7C 1B7

807-623-4288

If long distance ask Operator
for Zenith 44120

Timmins

54 Wilson Ave., Ste. 2

Timmins P4N 2S6

705-264-5274

If long distance ask Operator
for Zenith 44120

Metropolitan Toronto

1320 Yonge St.

Toronto M4T 2W4

416-928-4800

Central Niagara

266 Division St.

P. O. Box 227

Welland L3B 5R5

416-734-4548

If long distance ask Operator
for Zenith 44120

Windsor

1400 Ouellette Ave.

P. O. Box 1330

Windsor N8X 4T4

519-254-1681

Oxford County

510 Ingersoll Ave.

P. O. Box 820

Woodstock N4S 4X9

519-539-4829

If long distance ask Operator
for Zenith 44120

SOCIAL HOUSING FIELD OPERATIONS BRANCH
METRO TORONTO HOUSING AUTHORITY

1320 Yonge St.

Toronto M4T 2W4

416-928-4800

Housing Registry: 928-4810/11

Maintenance Inquiry Board: 789-7901

HOUSING 17

Metro Toronto Housing Authority administers **Ontario Housing Corporation's rent**

geared-to-income housing in Metropolitan Toronto through six district offices listed below. Tenant applications are made to the Housing Registry. Complaints should first be directed to on-site project managers. **Maintenance Inquiry Board** operates a 24-hour service for after-hours maintenance problems. District offices are listed below.

District 1

2 Berkeley St., Unit 310
Toronto M5A 2W3
 416-366-7851
 (Central Toronto)

District 2

90 Parma Court
Toronto M4A 1A6
 416-751-1037
 (East Toronto, East York
 and Scarborough South)

District 3

4630 Kingston Rd., Unit 8
Scarborough M1E 2P8
 416-281-2940
 (North and East Scarborough)

District 4

2 Sheppard Ave. E., Ste. 403
Willowdale M2N 5Y7
 416-226-2002
 (East and Central North York)

District 5

3765 Chesswood Dr.
Downsview M3J 2P6
 416-636-6621
 (West North York
 and North Etobicoke)

District 6

56 Aberfoyle Cres., 3rd Flr.
Islington M8X 2W4
 416-239-1156
 (York, South Etobicoke
 and West Toronto)

SOCIAL HOUSING FIELD OPERATIONS BRANCH NON-PROFIT HOUSING PROGRAM

HOUSING 18

777 Bay St., 2nd Flr.
Toronto M5G 2E5
 416-585-6430

Under this program, non-profit housing corporations owned by municipalities and private or cooperative community groups build and manage **rental housing** with **assistance** from the federal and provincial governments.

A minimum of 40 per cent of the units in each municipal and private non-profit project are allocated to the neediest households in the community, with rents based on household income rather than on size or type of accommodation. Rules are slightly different for cooperative non-profit projects. A total of 6,700 units were committed in 1986, with an equal number anticipated for each of the next four years.

The remaining 60 per cent of the units may be made available to those with eligible household incomes, households that can afford market rents, or a combination of the two groups. Eligible households qualify for rent-geared-to-income assistance if they cannot afford market rents in the project without paying more than 25 per cent of their incomes in rent.

Tenants eligible for rent-geared-to-income assistance under the program include families, **senior citizens** and physically, developmentally and psychiatrically **handicapped people**. Some units may be built for people requiring some form of support care, and innovative demonstration projects for low-income single people are also considered. The exact mix of income groups housed in each project is set by the individual housing cor-

poration, reflecting program criteria based on the particular needs of the local community.

The federal and provincial governments share, on a 60-40 basis, the cost of subsidies to cover the difference between the actual cost of operating the building and the rents paid by those tenants who are in what is referred to as 'core need'. These are defined as people who would have to pay more than 30 per cent of their incomes to rent suitable accommodation in their community. Subsidies for tenants who do not fall into this category are paid by the province alone.

Development **grants** and interest-free **loans** are available to corporations developing their first projects.

The program is administered by this Ministry's Regional Housing Programs Offices (see Social Housing Field Operations Branch).

SOCIAL HOUSING FIELD OPERATIONS BRANCH

HOUSING 19

RENTERPRISE

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6430

The rental supply initiative Renterprise is designed to stimulate the construction of some 5,000 modest market rental units for families in areas of the province that demonstrate low rental vacancy rates and a need for **rent geared-to-income housing**.

The program will create some 12,000 jobs in construction and related industries.

Assistance to builders is in the form of 15-year, interest-free **loans** which help to bridge the gap between economic and market rents. The amount of the loans depends on the project costs and first mortgage financing at reasonable interest rates.

Developers are required to offer up to 40 per cent of their units for use under the Rent Supplement Program, with costs subsidized by the federal and provincial governments.

Tenants for those units will be selected from the local housing authority priority list and will pay rents based on their income, rather than market rents, with the difference being provided by OHC.

At least five per cent of the units in a building must be designed especially for **physically-handicapped persons**, unless a developer shows that the market cannot support this percentage.

The program is administered by this Ministry's Regional Housing Programs Offices (see Social Housing Field Operations Branch).

SOCIAL HOUSING FIELD OPERATIONS BRANCH

HOUSING 20

LOW-RISE REHABILITATION PROGRAM

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6514

This program offers **landlords** forgivable **loans** of up to \$5,000 per unit to upgrade some 17,000 older low-rise apartments in Ontario over the next four years. The apartments must be located in buildings of less than five storeys and built prior to 1960.

Administered by municipalities, the program is designed to improve the physical condition of low-rise **rental housing** while retaining its suitability for low and moderate-income tenants.

About 30 per cent of Ontario's rental housing is in low-rise apartment buildings, duplexes and triplexes. At least 3 out of every 5 units are more than 25 years old. Many of these **buildings** now require upgrading of essential services such as plumbing, wiring and heating.

Municipalities wishing to take part in the program must have property maintenance and occupancy standards by-laws, and experience in administering housing rehabilitation programs. Only essential repairs required to bring buildings up to minimum standards, set out in the by-law, will be eligible.

Landlords with buildings of ten or more units may be asked to offer ten per cent of the units to the Rent Supplement Program, under which tenants pay rent based strictly on household income, rather than the size or type of accommodation provided.

A forgivable loan of up to two-thirds of the cost of rehabilitating a unit is available. No repayments will be made for the first five years of the loan. Subsequently, forgiveness will be earned at the rate of ten per cent per year, subject to certain conditions which include retaining the units as rental housing.

For further information, contact your nearest Ministry Regional Housing Program Office (see Social Housing Field Operations Branch, HOUSING).

**SOCIAL HOUSING FIELD OPERATIONS BRANCH
HIGH-RISE REHABILITATION PROGRAM**

HOUSING 21

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6514

This demonstration program is designed to assess the magnitude of rehabilitation work required in Ontario's high-rise **buildings** and to determine the government's level of involvement in assisting this activity.

High-rise buildings account for about 430,000 apartments - more than 40 per cent of **rental housing** in the province. By 1990, about half of the buildings will be more than 20 years old, and signs of physical deterioration are becoming apparent.

The program will also involve experimenting with different technologies that can be used in upgrading work. The results of the **research** and development will be made available to companies and organizations involved in high-rise properties, so that problems associated with aging housing stock can be tackled effectively.

The first phase of this four-year program involves consultation with special interest groups such as landlords, property managers and the Association of Municipalities of Ontario.

SOCIAL HOUSING FIELD OPERATIONS BRANCH STARTER HOMES

HOUSING 22

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6541

The ministry has launched a small-scale project to demonstrate the long-term potential for creating low-cost, yet attractive, starter **homes** for families. Modest financial incentives are being offered to municipalities which alter their development standards to help produce those homes.

The project is designed to develop expertise on the part of municipalities and builders in reducing construction and development costs without lowering quality standards, and to provide renters with a reasonable-cost housing alternative and the chance to become homeowners.

Significant savings can be made in housing production costs by changing engineering and site planning standards. The changes could apply to sewage and utilities connections, road allowances, lot and unit sizes.

The ministry is offering a **grant** to municipalities of \$2,500 for each unit produced. A total of 1,000 detached and semi-detached houses and townhouses, as well as condominiums, will qualify for the incentive grants. In order to be eligible, a **municipality** must have a rental stock that accounts for at least 30 per cent of its total residential accommodation. Communities near major metropolitan areas that attract potential home owners from outside their jurisdictions may take part in the project, even if they do not meet the 30 per cent requirement. Participating communities must have an official plan.

SOCIAL HOUSING FIELD OPERATIONS BRANCH SENIORS' CO-OWNERSHIP DEMONSTRATION PROJECT

HOUSING 23

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6360

Through the Seniors Co-ownership Demonstration Project, the Ministry is encouraging the conversion of existing single-family houses into multiple condominium or cooperative units. This concept can work especially well in rural and smaller communities that have houses too large for the needs of their owners.

With the help of municipalities, local sponsors and **senior citizens' housing** groups, the Ministry will work through the legal, economic and practical issues involved in conversion of these single-family houses to co-ownership.

Groups participating in this demonstration project are eligible for the following **grants** \$3,000 for organizational assistance; \$10,000 for planning, legal and architectural assistance ('soft costs'); and up to \$5,000 per unit (to a maximum of \$30,000 per project) for renovation costs.

Although not the primary goal of the demonstration, there are cases in which grants for organizational and 'soft' costs can be made available for unique, new construction of seniors' housing.

SOCIAL HOUSING FIELD OPERATIONS BRANCH
SENIORS' RETIREMENT COMMUNITIES PROJECT

HOUSING 24

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6514

Retirement communities are planned residential areas, ranging from groups of mobile homes to detached, single family houses, designed for adults 50 years and older. Most retirement communities consist of two elements: a number of housing units and a community-shared, non-residential facility.

The senior citizen retirement community is one of several **housing** options for **seniors** being explored by the Ministry. The planning period is often lengthy, which increases cost, and discourages others from developing such communities. In addition, it is not clear how well projects are integrated with the social service networks in the community.

The ministry offers **municipalities** incentive **grants** to encourage acceleration of the approval process for planned retirement communities. A grant of \$2,000 is provided for each unit sold and may be used to cover costs associated with the impact on physical or social services, such as sewers and water, fire protection, health care and visiting home-makers.

SOCIAL HOUSING FIELD OPERATIONS BRANCH
MUNICIPAL BUILDING PROFILE PROGRAM

HOUSING 25

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6514

The program is designed to help municipalities define the characteristics of their rental housing by age, location and type of projects.

Grants of up to \$20,000 are being made to urban **municipalities** in which rental stock makes up a fair proportion of their total housing.

Aided by comprehensive profiles of the rental accommodation within their boundaries, municipalities will be able to make plans for the future of their rental housing and to benefit from any available government assistance such as support for the upgrading of older rental stock.

The first phase of the four-year Municipal Building Profile Program involves extensive liaison with municipal representatives, including planning and building officials, in order to encourage project proposals.

SOCIAL HOUSING FIELD OPERATIONS BRANCH
PROPERTY MANAGEMENT SUPPORT PROGRAM

HOUSING 26

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6514

This program encourages **education** and training of **landlords** through joint development of seminars, courses, visual aids and information packages. Wherever possible, these programs will make use of existing resources.

Studies have shown that a high proportion of rental housing is operated as small **businesses**. These landlords have indicated a desire for better information and training in

important operational areas, such as finance, accounting, rent review procedures, landlord and tenant legislation and maintenance and modernization strategies.

The ministry is working with landlord representatives in defining their priorities, developing appropriate training packages, and ensuring a workable delivery system.

SOCIAL HOUSING FIELD OPERATIONS BRANCH CONVERT-TO-RENT PROGRAM

HOUSING 27

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6391

Ontario is offering interest-free loans of between \$5,000 and \$7,000 per unit to help produce some 10,000 moderate-cost rental housing units, primarily through conversions of non-residential buildings under the Convert-to-Rent program.

Loan assistance can be obtained for producing hostel-type **accommodation** for single people or new rental housing within single-family homes. Additional loans of \$2,000 are available for units accessible to **physically-handicapped persons**.

Factories, schools, warehouses and space over retail stores are eligible for conversion into apartments. Construction of new rental housing or a combination of conversion and construction can occur on non-residential sites.

To make better use of existing facilities, space in residential complexes that is not used for shelter, such as garage and storage areas, may be converted. Interest-free loans are also available for building new rental units onto existing housing projects or residential sites.

The Convert-to-Rent program is administered through the Ministry's Regional Housing Programs Offices (see Social Housing Field Operations Branch, HOUSING).

SOCIAL HOUSING FIELD OPERATIONS BRANCH ONTARIO HOME RENEWAL PROGRAM

HOUSING 28

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6430

Administered by municipalities in many areas of the province, this program assists homeowners in upgrading their **homes**, with an emphasis on faulty structural and sanitary conditions and on plumbing, insulation, heating and electrical systems.

Loans of up to \$7,500 are made to eligible owner-occupants who wish to bring their homes up to standard. A portion of a loan may be forgiven, depending on the recipient's income.

Physically-handicapped homeowners, or homeowners with physically-handicapped relatives residing permanently with them, may qualify for loans of up to \$9,500 for alterations that make homes more appropriate to their needs. The maximum annual qualifying family income, after allowable deductions, is \$20,000 effective August 1, 1986.

Detailed information and application forms are available from local **municipalities** taking part in the Ontario Home Renewal Program (**OHRP**). In areas that are not situated within existing municipal boundaries, assistance is provided through the Ministry of

Northern Development and Mines Field Offices (see Regional and Community Development Branch).

SOCIAL HOUSING FIELD OPERATIONS BRANCH RENT SUPPLEMENT PROGRAM

HOUSING 29

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6430

Ontario Housing Corporation acquires the use of rental units, in properties not owned by the corporation, with qualifying families, senior citizens and handicapped persons paying **rents** based solely on their incomes.

OHC has agreements covering some 11,000 rent supplement units across Ontario. The federal and provincial governments subsidize the difference between the rent paid by **tenants** and the full rental rate, as negotiated between the Ministry and participating landlords.

Generally, no more than 25 per cent of the units in a complex or building are leased under the program.

The landlord chooses prospective tenants from the local housing authority priority list for rent-geared-to-income housing.

The program is administered by this Ministry's Regional Housing Programs Offices (see Social Housing Field Operations Branch).

SOCIAL HOUSING FIELD OPERATIONS BRANCH PORTABLE LIVING UNITS FOR SENIORS

HOUSING 30

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6514

An innovative approach to **seniors' housing** that originated in Australia, the so-called 'granny flat' is a detached housing unit which can be placed in the yard of an existing family home. Intended solely for occupancy by an elderly parent or parents of the owner of the main house and property, the self-contained units are designed to be temporary and portable, so that they can be removed and relocated when no longer required.

To test the applicability of this housing approach, the Ministry is constructing and placing a small number of these units through its Portable Living Units for Seniors (**PLUS** demonstration project. A total of 12 units are being produced during the demonstration, four each in three municipalities: the Regional Municipalities of Ottawa-Carleton and Sudbury and the City of Waterloo. During the three-year demonstration, the units, owned and operated by the province, are rented to occupants at a rent equivalent to that of the nearest market alternative.

Based on an evaluation of the demonstration project, a decision will be made regarding the longer-term implications and opportunities of the concept as a private market housing alternative.

SOCIAL HOUSING FIELD OPERATIONS BRANCH
FEDERAL/PROVINCIAL SENIOR CITIZEN RURAL
HOUSING PROGRAM

HOUSING 31

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6430

Where a need has been determined, a limited number of **senior citizen rent** geared-to-income projects may be built in communities with populations of less than 2,500.

Capital funding is shared by the federal and provincial governments on a 75:25 ratio. In both organized and unorganized communities, operating deficits are shared on the same 75:25 basis. Projects developed by the province are managed by local housing authorities.

The program is administered through this Ministry's Regional Housing Offices (see Social Housing Field Operations Branch).

SOCIAL HOUSING FIELD OPERATIONS BRANCH
FEDERAL/PROVINCIAL RURAL HOUSING PROGRAM

HOUSING 32

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6430

Mortgage payments are geared to the household's income under this **home** purchase program administered by the federal government.

Assistance is provided for the acquisition and rehabilitation of existing family units or the construction of new family units in rural communities with populations of less than 2,500.

Canada Mortgage and Housing Corporation, the federal agency, provides 75 per cent and Ontario Housing Corporation supplies 25 per cent of the funds for this mortgage payment-geared-to-income program.

SOCIAL HOUSING FIELD OPERATIONS BRANCH
MUNICIPAL HOUSING STATEMENT PROGRAM

HOUSING 33

777 Bay St., 2nd Flr.
Toronto M5G 2E5
416-585-6430

The ministry offers study grants or technical assistance to help municipalities prepare or update their housing statements.

A **Municipal Housing Statement (MHS)** defines a municipality's housing requirements and policy directions. It consists of two major components: a housing market analysis and the basis of a housing strategy. Housing statements also examine issues affecting maintenance of housing, such as housing renewal, quality of housing, energy efficiency and the conversion of vacant core area space to rental housing.

When endorsed by a municipal council and approved by the ministry, a housing statement can form the basis for a **municipality's** request for federal and provincial assistance for housing programs.

The program is administered by this Ministry's Regional Housing Programs Offices (see Social Housing Field Operations Branch).

PROGRAM POLICY AND EVALUATION BRANCH

HOUSING 34

777 Bay St., 2nd Flr.
 Toronto M5G 2E5
 416-585-6077

The Branch develops and evaluates social housing programs and policies. Program Development and Evaluation reviews social housing programs and develops new initiatives, policy and operational procedures. Management Operations Review examines the cost effectiveness of operational policies, programs and procedures. Operational Support Services evaluates support programs such as social and recreational services. Other duties include development of field manuals and policy directives for social housing programs.

TECHNICAL SERVICES BRANCH

HOUSING 35

777 Bay St., 2nd Flr.
 Toronto M5G 2E5
 416-585-6382

Technical Services Branch provides architectural, engineering and appraisal services to the Ontario Housing Corporation client groups through the Regional Housing Programs Offices. It develops guidelines, standards and generic specifications associated with the construction, conservation and maintenance of housing. The branch also coordinates construction or conservation projects and programs that involve more than one Regional Housing Programs Office and assists with program delivery.

HOUSING POLICY

HOUSING 36

777 Bay St., 2nd Flr.
 Toronto M5G 2E5
 416-585-6360

This branch is charged with developing new provincial housing policies and programs. The Policy and Program Development Section evolves and monitors strategic policy for private market ownership and rental housing. The Housing Conservation Unit's major objective is to conserve, supplement and make optimum use of the existing housing stock and related urban infrastructure.

The **Housing Conservation Unit** carries out research demonstration projects for a wide range of **housing** conservation, neighbourhood intensification and stock management subjects. It subsequently develops policy and program guidelines and initiatives and establishes liaison between the ministry and major client groups involved in housing renovation and conversion. A variety of **publications** providing advice on home renovation for the general public and contractors are also produced and distributed.

The unit administers the annual **Ontario Renews Awards** which encourage and recognize excellence in the innovative renovation of residential **buildings** groups of buildings and related projects throughout Ontario. Awards are made in a number of categories ranging from small private projects to multiple housing and community improvement schemes.

The **Ontario Renovation Information Centre** is a renovated house at 16 Howland Road, Toronto, M4K 2Z6, operated by the Housing Conservation Unit. Incorporating a wide variety of home renovation techniques and products, the house is open to the public from Wednesday to Sunday. For further information, call 416-461-7577. The **Home Conservation Centre** is a travelling exhibit placed and staffed by the unit throughout the year. The

1986 program covered 24 home shows and conferences, such as the National Home Show and the Building Tomorrow Conference.

ACTS

ACTS HOUSING 37

The following is a list of Acts administered by the Ministry of Housing. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal branch or information/communications branch.

Building Code Act
 Elderly Person's Housing Aid Act
 Housing Development Act
 Ministry of Municipal Affairs and Housing Act, 1981
 North Pickering Development Corporation Act, 1974
 Ontario Housing Corporation Act
 Ontario Water Resources Act,
 subsections 44(2)(a), (b) and (c) and
 sections 45 to 48 inclusive
 Rental Housing Protection Act
 Residential Tenancies Act
 Residential Complexes Financing Costs Restraint Act
 Rural Housing Assistance Act

MINISTRY OF INDUSTRY, TRADE AND TECHNOLOGY

Hearst Block

900 Bay St.

Queen's Park, Toronto M7A 2E1

The Ministry of Industry, Trade and Technology encourages accelerated introduction and application of new manufacturing technology; assists in product innovation and commercialization of new products and processes; promotes domestic and foreign investment; encourages companies to export; supports trade through international offices, trade shows, missions and the Trade Expansion Fund; promotes and assists the formation of small businesses and the expansion of the domestic market by identifying sources of supply.

The Ministry of Industry, Trade and Technology's activities support the growth of productive and stable employment in consultation and partnership with the private sector.

COMMUNICATIONS AND PROMOTION SERVICES

MITT 1

Hearst Block, 9th Flr.

900 Bay St.

Queen's Park, Toronto M7A 2E1

416-965-1586

The mandate of this Branch is to communicate the ministry's role, programs and services to its domestic and international audiences, the people of Ontario, the business community and investors and buyers at home and abroad. Editorial and information services staff bring in journalists from other countries, handle media relations and public enquiry, and produce news releases, speeches, statements, two weekly internal newsletters, and **Ontario Economic News**

Promotional services include ministry designs and **publications**, **audiovisual** productions, domestic and international **advertising** campaigns, and arrangements for incoming delegations and special events.

FRENCH LANGUAGE SERVICES

MITT 2

Hearst Block, 9th Flr.

900 Bay St.

Queen's Park, Toronto M7A 2E1

416-963-3867

The French Language Services Coordinator coordinates the government's policy on French language services (provision of such services to the Franco-Ontarian public) within the Ministry.

SERVICES EN FRANCAIS

Le coordonnateur des services en français de ce Ministère est responsable de la mise en oeuvre de la politique du gouvernement en matière de services en langue française (services aux Franco-Ontariens en langue française.)

DEPUTY MINISTER'S OFFICE

PREMIER'S COUNCIL SECRETARIAT

MITT 3

Hearst Block, 8th Flr.

900 Bay St.

Queen's Park, Toronto M7A 2E1

416-965-1617

The Secretariat supports the activities of the Premier's Council, whose mandate is to develop and recommend long-term economic strategies for industrial and technological development in Ontario.

The Secretariat also coordinates the operation of the government's **Technology Fund**.

LEGAL SERVICES BRANCH

MITT 4

56 Wellesley St. W., 5th Flr.

Toronto M7A 2E7

416-965-4622

The Branch provides general legal services and counselling. It is seconded to the Ministry of Industry, Trade and Technology by the Ministry of the Attorney General.

AUDIT SERVICES BRANCH

MITT 5

Hearst Block, 6th Flr.

900 Bay St.

Queen's Park, Toronto M7A 2E1

416-965-4510

Internal audit services to the Ministry of Industry, Trade and Technology and its agencies are provided by this branch, which has dual responsibility to act in a consultative and audit role. To ensure economy, efficiency and effectiveness, it reviews and appraises financial management, EDP (electronic data processing) controls and operational and program activities.

EQUAL OPPORTUNITY PROGRAM

MITT 6

Hearst Block, 9th Flr.

900 Bay St.

Queen's Park, Toronto M7A 2E1

416-965-4259

The Equal Opportunity Program Manager plans, develops and coordinates activities to improve the status of female employees, within this Ministry and ensures equal opportunity for women.

ASSISTANT DEPUTY MINISTER

SMALL BUSINESS, SERVICES AND CAPITAL PROJECTS DIVISION

**SMALL BUSINESS, SERVICES AND CAPITAL
PROJECTS DIVISION**

MITT 7

Hearst Block, 6th Flr.

900 Bay St.

Queen's Park, Toronto M7A 2E1

416-965-4036

This Division is responsible for the formulation of overall ministry policies, strategies, programs and initiatives directed at supporting the growth and stability of the small business and service industry sectors.

SERVICE SECTOR BRANCH

MITT 8

The purpose of this branch is to improve the economic climate of the service sector in the province, the calibre of management **skills** in the smaller service operations and the prospect for survival of new enterprises. It acts as an advocate within government and as a coordinator of government policies, strategies and programs directed towards the service sector.

**SMALL BUSINESS BRANCH
ADVICE AND COUNSEL SECTION**

MITT 9

Hearst Block, 7th Flr.

900 Bay Street

Queen's Park, Toronto M7A 2E1

416-965-5494, 965-0410

The Advice and Counsel Section offers services and self-help materials to enhance the management skills and planning capabilities of small **business** in Ontario with the focus on the start-up stage.

Seminars on starting a business, marketing, and other subjects are presented on a regular basis throughout Ontario. The **University Small Business Consulting Service** provides funds to the business schools of 12 Ontario universities permitting senior commerce and MBA students to offer consulting services to small business. A toll-free (1-800-387-6142) small business start-up **information service** will answer basic questions on business start-up.

Branch services are delivered from Queen's Park in cooperation with the Ministry's domestic offices listed under the Domestic Offices Branch.

**SMALL BUSINESS BRANCH
ADVOCACY SECTION**

MITT 10

Hearst Block, 7th Flr.

900 Bay St.

Queen's Park, Toronto M7A 2E1

416-965-6304

The Small Business Advocacy Section is the voice, within the provincial government, of Ontario's small **business** community. The Section researches small business' performance and concerns, accesses **financing**; and handles inquiries about government regulations and **legislation**.

BUSINESS DEVELOPMENT BRANCH
MARKET DEVELOPMENT SECTION

MITT 11

Hearst Block, 7th Flr.
900 Bay Street
Queen's Park, Toronto M7A 2E1
416-965-3560

The Market Development Section helps private sector companies identify market opportunities related to emerging **technologies**, changing customer requirements, government procurement and global product mandating.

BUSINESS DEVELOPMENT BRANCH
INDUSTRIAL PRODUCTS SECTION

MITT 12

Hearst Block, 7th Flr.
900 Bay St.
Queen's Park, Toronto M7A 2E1
416-965-3560, 965-1574

The Industrial Products Section assists Ontario's **manufacturing** sector in identifying and realizing emerging **business** opportunities. Through joint ventures, it helps Ontario companies add new products; enables multinationals to increase domestic **sourcing**; and facilitates development of strategies in the private sector.

BUSINESS DEVELOPMENT BRANCH
INSTITUTIONAL PRODUCTS AND PROCUREMENT SECTION

MITT 13

Hearst Block, 7th Flr.
900 Bay St
Queen's Park, Toronto M7A 2E1
416-965-5295

Institutional Products and Procurement Section works with Ontario manufacturers to identify and realize emerging **business** opportunities and offers assistance to companies who want to add new products through joint venture government **procurement**. Through a proactive supplier development process the section helps to increase the Canadian content of government procurement and it administers the **Industrial Development Procurement Policy**.

A sourcing directory, 'Computer Systems Sources', listing manufacturers of hardware, software, computer peripherals and business consultants, and a directory of Public Sector Buyers in all levels of government and agencies in Ontario, are published by this section.

ASSISTANT DEPUTY MINISTER - INDUSTRY AND TRADE EXPANSION

INDUSTRY AND TRADE EXPANSION DIVISION

MITT 14

The Division formulates overall ministry policies, strategies, programs and initiatives directed at the growth of productive, stable employment by expanding domestic and international trade, encouraging investment opportunities and strengthening the competitiveness of Ontario's industrial base.

DOMESTIC OFFICES BRANCH

Hearst Block, 6th Flr.
900 Bay St.
Queen's Park, Toronto M7A 2E1
416-965-1015

The Domestic Offices Branch delivers the programs and services of the Ministry through its 13 offices located throughout Southern Ontario. General business counselling on product development, manufacturing, financing and marketing is provided to secondary **manufacturing industries**, small **business** entrepreneurs and investors.

DOMESTIC OFFICES IN ONTARIO

143 Parkedale Ave.
Brockville K6V 6B2
613-342-5522

For toll-free number check
blue pages of telephone directory
(Eastern Ontario Area)

119 King St. W., 3rd Flr.
P. O. Box 2112
Hamilton L8N 3Z9
416-521-7783

If long distance dial
1-800-263-2121
(Central Ontario West Area)

1055 Princess St., Ste. 308
Kingston K7L 5T3
613-547-2248

If long distance ask Operator
for Zenith 59130
(Eastern Ontario Area)

305 King St. W., Ste. 507
Kitchener N2G 1B9
519-744-6391

If long distance dial
1-800-265-2428
(Southwestern Ontario Area)

195 Dufferin Ave., Ste. 607
London N6A 1K7
519-433-8105

If long distance dial
1-800-265-4743
(Southwestern Ontario Area)

4 Robert Speck Parkway, Ste. 1140
Mississauga L4Z 1S1
416-279-6515
(Central Ontario West Area)

73 Mississauga St. E., 2nd Flr.
Box 488
Orillia L3V 6K2
705-325-1363
If long distance ask Operator
for Zenith 59130
(Central East Ontario Area)

56 Sparks St. S., Ste. 404
Ottawa K1P 5A9
613-566-3703
If long distance ask Operator
for Zenith 59130
(Eastern Ontario Area)

Nor-Towne Plaza
1131 Second Ave. E., Ste. 104
Owen Sound N4K 2J1
519-376-3875
If long distance ask Operator
for Zenith 59130
(Southwestern Ontario Area)

139 George St. N.
Peterborough K9J 3G6
705-742-3459
If long distance ask Operator
for Zenith 59130
(Eastern Ontario Area)

15 Church St., 4th Flr.
Provincial Gas Bldg.
St. Catharines L2R 3B5
416-688-1454
If long distance dial
1-800-263-5670
(Central Ontario West Area)

250 Windsor Ave.
2nd Flr., Rm. 227
Windsor N9A 6V9
519-252-3475
If long distance dial
1-800-265-1345
(Southwestern Ontario Area)

5 Fairview Mall Dr., Ste. 480
Willowdale M2J 2Z1
416-491-7680
If long distance ask Operator
for Zenith 59130
(Central Ontario East Area)

INVESTMENT BRANCH
INVESTMENT MARKETING SECTION
Hearst Block, 6th Flr.
900 Bay St.
Queen's Park, Toronto M7A 2E1
416-965-9700

MITT 16

The Investment Marketing Section is primarily concerned with marketing Ontario as an attractive location for new **investment** and with increasing investment of **businesses** already established in Ontario or Canada. Specific responsibilities include mergers and acquisitions and liaison with **international** offices.

INVESTMENT BRANCH
PLANT LOCATION AND MUNICIPAL LIAISON SECTION
Hearst Block, 6th Flr.
900 Bay St.
Queen's Park, Toronto M7A 2E1
416-965-7299

MITT 17

The Plant Location and Municipal Liaison Section offers a confidential consulting service to **industries** considering the establishment of new or expanded manufacturing facilities. Consultative services and publications on industrial development, industrial parks and promotion are available to **municipalities**. Information is also obtainable from field offices listed under this Ministry's Domestic Offices entry.

INVESTMENT BRANCH
IMMIGRANT ENTREPRENEUR SECTION
Hearst Block, 6th Flr.
900 Bay St.
Queen's Park, Toronto M7A 2E1
416-965-5331

MITT 18

The **Immigrant** Entrepreneur Section counsels prospective foreign **business** persons intending to immigrate to Canada and determines the viability and benefits of their business prospects in Ontario. It makes recommendations to the Canada Employment and Immigration Commission which are taken into consideration when the entrepreneur applies for permanent residence in Canada.

The Section also plays an advocacy role in other immigration-related matters such as the transfer of key personnel from other countries to new Ontario operations.

USA AND LATIN AMERICA SECTION

MITT 19

Hearst Block, 5th Flr.

900 Bay St.

Queen's Park, Toronto M7A 2E1

416-965-5834

This Section directs the development and implementation, in the USA and Latin America, of international marketing and field services delivery programs which will, by expanding international trade, support the growth of productive, stable employment in Ontario.

The following offices report to this Section:

1100 Circle 75 Parkway, Ste. 620

Atlanta, Georgia 30339

404-956-1981

14901 Quorum Dr., Ste. 485

Dallas, Texas 75240

214-386-8071

Prudential Tower, Ste. 4066

800 Boylston St.

Boston, Massachusetts 02199

617-266-7172

700 S. Flower St., Ste. 1420

Los Angeles, California 90017

213-622-4302

208 South LaSalle St., Ste. 1806

Chicago, Illinois 60604

312-782-8688

800 Third Ave., Ste. 2800

New York, New York 10022

212-308-1616

EUROPE AND MIDDLE EAST SECTION

MITT 20

Hearst Block, 5th Flr.

900 Bay St.

Queen's Park, Toronto M7A 2E1

416-965-9709

This Section directs the development and implementation, in Europe and the Middle East, of international marketing and field services delivery programs which will, by expanding international trade, support the growth of productive, stable employment in Ontario.

The following offices report to this Section.

Ontario House

21 Knightsbridge

London SW1, England

011-44-1-245-1222

The Agent General, **Ontario House**, is responsible for representational and other activities in Britain and Ireland on behalf of all Ontario government ministries. This office acts as a cultural representative, promotes Ontario tourism, provides the public, business groups and the media with information on Ontario, and is involved in developing agricultural opportunities in Europe.

Ontario House
109 rue du Faubourg
Saint-Honore
75008 Paris, France
011-33-1-4-563-1634

Ontario House
Bockenheimer Landstrasse 51/53
D-6000 Frankfurt/Main, West Germany
011-49-69-72-0971

PACIFIC RIM SECTION

Hearst Block, 5th Flr.
900 Bay St.
Queen's Park, Toronto M7A 2E1
416-965-1615

MITT 21

This Section directs the development and implementation in the Pacific Rim, of international marketing and field services delivery programs, which will, by expanding international trade, support the growth of productive, stable employment in Ontario.

The following offices report to this Section:

Tokyo
World Trade Centre Bldg.
Ste. 1219
4-1 Hamamatsu-cho
2-chome Minato-ku
Tokyo 105, Japan
011-81-3-436-4355

Seoul
Government of Ontario/Canada
c/o The Canadian Embassy
Kolon Bldg., 10th Flr.
45 Myguo-Dong, Jung-ku
P.O. Box 6299
Seoul 100, Republic of Korea
82-2-776-4062/4068
Yongsan 8994

Singapore
Liat Towers, Ste. 10-03
541 Orchard Rd.
Singapore 0923
011-65-732-4567

CHINA SECTION

Hearst Block, 5th Flr.
900 Bay St.
Queen's Park, Toronto M7A 2E1
416-965-2781

MITT 22

This Section directs the development and implementation, in the People's Republic of China and Hong Kong, of international marketing and field services delivery programs which will, by expanding international trade, support the growth of productive, stable employment in Ontario.

The following office reports to this Section.

Hong Kong
Admiralty Centre, Tower 1, Ste. 1303
118 Harcourt Rd.
Hong Kong
011-852-5-276421

ASSISTANT DEPUTY MINISTER - NORTHERN ONTARIO

NORTHERN ONTARIO

MITT 23

120 Huron St.
Sault Ste. Marie P6A 1P8
705-253-1103

This office develops and directs policy, strategy, program delivery and new initiatives to encourage the growth of productive resources and **employment** in the private sector of Northern Ontario.

The following offices report to the Assistant Deputy Minister -Northern Ontario:

147 McIntyre St.
North Bay P1B 2Y5
705-472-9660
If long distance ask Operator
for Zenith 59130
(Northern Ontario Area)

273 Third Ave., Ste. 200
Timmins P4N 1E2
705-264-5393
If long distance ask Operator
for Zenith 59130
(Northern Ontario Area)

199 Larch St., 4th Flr.
Sudbury P3E 5P9
705-675-4330
If long distance dial
1-800-461-1196
(Northern Ontario Area)

120 Huron St.
Sault Ste. Marie P6A 1P8
705-253-1103
If long distance ask Operator
for Zenith 59130
(Northern Ontario Area)

435 James St. S., 3rd Flr.
Box 5000
Thunder Bay P7C 5G6
807-475-4088
If long distance ask Operator
for Zenith 59130
(Northern Ontario Area)

Ontario Centre for Resource Machinery
127 Cedar St., 4th Flr.
Sudbury P3E 1B1
705-673-6606

ADMINISTRATION

MANAGEMENT PLANNING AND REVIEW
GROUP

MITT 24

Hearst Block, 10th Flr.
900 Bay St
Queen's Park, Toronto M7A 2E1
416-965-5111

This group develops and coordinates the operational planning process of the Ministry of Industry, Trade and Technology. It also administers operational planning and activity review within the Ministry.

FINANCE AND SYSTEMS BRANCH

MITT 25

Hearst Block, 9th Flr.
900 Bay St.
Queen's Park, Toronto M7A 2E1
416-965-4303

The Branch provides financial and support services to the Ministry of Industry, Trade and Technology and the Ministry of Tourism and Recreation. These services include: processing suppliers' invoices, employees' expenses and charges from other ministries; maintaining accounts and the financial information system; producing and analyzing monthly reports; reporting variance analyses/FIS; producing Public Accounts, and liaising with the Provincial Auditor.

The Branch also develops and coordinates the Ministry of Industry, Trade and Technology's programs and budget planning processes (e.g., estimates preparation, financial analysis, and results reporting) and liaises with Management Board of Cabinet on the Ministry's annual estimates and in-year resource requests.

The Corporate Systems Section offers planning, management and information technology support to both Ministries. This section is responsible for the development, implementation and maintenance of computerized and office information systems, including systems training, records and forms management.

The International Offices Administration Section provides financial and administrative support services to International Offices and Foreign Service Employees.

The Information Resources Centre provides computerized (external/internal) databases of related information to support ministry programs.

PERSONNEL BRANCH

MITT 26

Hearst Block, 8th Flr.
900 Bay St.
Queen's Park, Toronto M7A 2E1
416-965-4259

The Branch is responsible for the establishment of personnel policies and procedures, classification and compensation levels for all Ministry employees; staff recruitment; employee counselling; investigation of employee grievances; all matters affecting working conditions and performance and the maintenance of personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Human Resources Secretariat, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU).

MANAGEMENT SERVICES BRANCH

MITT 27

Hearst Block, 10th Flr.
900 Bay St.
Queen's Park, Toronto M7A 2E1
416-965-4566

Management Services Branch provides purchasing services, supply management, warehousing, printing, duplicating, mail, courier, travel services, and assets management to

the Ministry of Industry, Trade and Technology. It also supplies purchasing services, travel, assets management and printing to the Ministry of Tourism and Recreation. The Branch liaises with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. Office safety supervision is also a Branch responsibility.

ONTARIO INTERNATIONAL CORPORATION

MITT 28

Hearst Block, 8th Flr.

900 Bay St.

Queen's Park, Toronto M7A 2E1

416-965-3013

The Ontario International Corporation (OIC) markets Ontario's expertise **internationally** in major capital development projects; coordinates consulting, technical and **educational** training packages with appropriate Ontario **businesses** by acting as a government-to-government contact in foreign markets; and promotes and supports Ontario Government expertise and systems internationally. **OIC** is not a funding agency but it provides contacts and analysis of priority market opportunities. It assists in bringing influential officials from developing countries to Ontario to see the education system in community colleges and universities and the potential of Ontario firms, and introduces Ontario entrepreneurs to foreign clients.

ASSISTANT DEPUTY MINISTER - POLICY AND TECHNOLOGY

POLICY AND TECHNOLOGY DIVISION

MITT 29

Hearst Block, 3rd Flr.

900 Bay St.

Queen's Park, Toronto M7A 2E1

416-963-1373

This division provides for the development and implementation of new development and manufacturing processes within innovation and technology programs, and technology transfers. Reporting to this division are the Industry and Trade Policy Branch, the Strategic Planning Secretariat and the Technology Policy Branch.

Ontario Technology Centres are listed below:

*Ontario Centre for
Advanced Manufacturing
(Central Office)*
190 Attwell Dr., Ste. 402
Rexdale M9W 6H8
416-675-4363

*Canada-Ontario Centre for
Advanced Manufacturing-Windsor*
2795 Kew Dr.
Windsor N8T 3B7
519-974-3377

Ontario CAD/CAM Centre
400 Collier - MacMillan Dr.
Cambridge N1R 7H7
519-622-3100

Ontario Robotics Centre
743 Monaghan Rd.
Peterborough K9J 5K2
705-876-1611

Ontario Centre for Microelectronics
1150 Morrison Dr., Ste. 400
Ottawa K2H 9B8
613-596-6690

*Ontario Centre for Automotive
Parts Technology*

63 Church St.
St. Catharines L2R 3C4
416-688-2600

*Ontario Centre for Farm Machinery
and Food Processing Technology*

870 Richmond St.
Chatham N7M 5J5
519-354-6883

INDUSTRY AND TRADE POLICY BRANCH

MITT 30

Hearst Block, 7th Flr.
900 Bay St.
Queen's Park, Toronto M7A 2E1
416-965-0629

The Industry and Trade Policy Branch has separate units for industry policy and trade policy.

The policies and programs of this branch are aimed at improving the growth and competitiveness of Ontario's **industries**, and **research** is undertaken to strengthen Ontario's position in international trade negotiations.

Staff monitor and brief senior management on current issues such as foreign trade restrictions, industrial development opportunities and investment, and related government policies and programs.

STRATEGIC PLANNING SECRETARIAT

MITT 31

Hearst Block, 7th Flr.
900 Bay St.
Queen's Park, Toronto M7A 2E1
416-965-7196

The Secretariat coordinates policy and strategic planning. It identifies and analyses issues that affect the Province's economic and industrial development, assesses those policy issues that affect the Ministry's mandate and liaises with other governments.

The Secretariat also formulates strategic planning guidelines for the international **industrial** competitiveness of Ontario, regional industrial development and community economic adjustment.

TECHNOLOGY POLICY BRANCH

MITT 32

Hearst Block, 3rd Flr.
900 Bay St.
Queen's Park, Toronto M7A 2E1
416-963-1373

The Technology Policy Branch has two sections: Policy Coordination, and Information and Analysis.

The Policy Coordination Section, in conjunction with other ministries and the federal government, analyses and develops policies and programs to enhance the technological competitiveness of Ontario industry.

The Information and Analysis Section supplies information and conducts research to support the development of science and technology policy.

The administrative and financial activities of the Technology Centres and the **Innovation Centres** are coordinated by this branch.

ONTARIO RESEARCH FOUNDATION

MITT 33

Sheridan Park
Mississauga L5K 1B3
416-822-4111

The Ontario Research Foundation provides Canadian industry, consultants and governments with a broad range of **research**, development and **technological** services. This non-profit, contract **industrial** research is confidential and paid for by the client. The multi-disciplinary, independent **laboratory** facilities of the Ontario Research Foundation are used by over 2,000 companies each year for projects ranging from short-term feasibility studies through **manufacturing** product and process development to long-range **scientific** and **engineering** investigation. The Ontario Research Foundation operates a **library**.

THE DEVELOPMENT CORPORATIONS

MITT 34

56 Wellesley St. W.
Toronto M7A 2E7
416-965-4622

The Ontario Development Corporation (ODC), Eastern Ontario Development Corporation (EODC) and Northern Ontario Development Corporation (NODC) assist in and encourage the development and diversification of Ontario **industry** by providing: **financial assistance** through bank guarantees, term **loans** and incentive loans; sites, facilities and services in two industrial parks; and technical, **business** and financial information and advice. **Tourism** operations, secondary **manufacturing** industries and selected service industries may avail themselves of this service. Financial assistance is available for establishing new operations, expanding existing ones, initial production of new high technology products, **export** financing, purchasing fixed assets of Ontario-based foreign-owned companies, and buying **pollution control** and **energy** saving equipment. Contact the corporations' head office or appropriate field office listed below.

ONTARIO DEVELOPMENT CORPORATION

119 King St. W.
Hamilton L8N 3Z9
416-521-7785
If long distance dial
1-800-263-2121

305 King St. W., Ste. 507
Kitchener N2G 1B9
519-744-1991
If long distance dial
1-800-265-2428

195 Dufferin Ave., Ste. 607
London N6A 1K7
519-433-2871
If long distance dial
1-800-265-4746

4 Robert Speck Parkway, Ste. 1140
Mississauga L4Z 1S1
416-279-9150
If long distance ask Operator
for Zenith 42920

73 Mississauga St. E.
Orillia L3V 6K7
705-325-5553
If long distance ask Operator
for Zenith 42920

5 Fairview Mall Dr., Ste. 480
Toronto M2J 2Z1
416-491-7996
If long distance ask Operator
for Zenith 42920

EASTERN ONTARIO DEVELOPMENT CORPORATION

1055 Princess St., Ste. 308
Kingston K7L 5T3
 613-545-4445
 If long distance ask Operator
 for Zenith 42920

56 Sparks St., Ste. 404
Ottawa K1P 5A9
 613-566-3707
 If long distance ask Operator
 for Zenith 42920

139 George St. N.
Peterborough K9J 3G6
 705-742-3490
 If long distance ask Operator
 for Zenith 59130

NORTHERN ONTARIO DEVELOPMENT CORPORATION

435 James St. S.
Thunder Bay P7C 5G6
 807-475-5322
 If long distance ask Operator
 for Zenith 42920

273 Third Ave., Ste. 200
Timmins P4N 1E2
 705-264-1323
 If long distance ask Operator
 for Zenith 42920

199 Larch St., 4th Flr.
Sudbury P3E 5P9
 705-675-4333
 If long distance dial
 1-800-461-1196

ACTS

MITT 35

The Ministry of Industry, Trade and Technology is designated to administer the following Acts.

Development Corporations Act, (1984)
 Massey-Ferguson Limited Act, (1981)
 Ministry of Industry and Trade Act (1982)
 Ontario Regulation 241/84 - Ontario International Corporation
 Research Foundation Act, (1944)
 Technology Centres Act, (1982)
 Ontario Regulation 550/86 - Innovation Ontario Corporation

MINISTRY OF INTERGOVERNMENTAL AFFAIRS

Mowat Block, Queen's Park
Toronto M7A 1C2

The Ministry of Intergovernmental Affairs was created on August 18, 1978 to address the relationships between various levels of government. It is responsible for Ontario's relations with the federal, provincial and foreign governments. The Office of Protocol also comes under this Ministry.

DEPUTY MINISTER'S OFFICE

INFORMATION SERVICES

MIA 1

Mowat Block, 6th Flr.
900 Bay St.
Queen's Park, Toronto M7A 1C2
416-965-4706
miconet 416-928-1016
facsimile 416-965-2096

Information Services meets the communications/advertising needs of the Ministry and provides media services on a government-wide basis for special events, such as the Swearing-in Ceremony, Heads of State and Royal visits and Canada Day (July 1st) celebrations.

The Branch is involved with the writing, production, distribution and translation of news releases, speeches, publications and statements.

Through contacts with the federal government and Ontario ministries, the branch coordinates **programs** for foreign government officials.

Updates on Ontario and national news are provided to the province's offices in North America, the United Kingdom, Europe and south-east Asia through the telex and miconet systems. The branch also monitors events in other provinces and ensures that Ontario's position on issues of mutual concern reaches governments in Canada and abroad.

SERVICE D'INFORMATION

Le Service d'information se charge de tous les besoins publicitaires et en communication du ministère, ainsi que des relations avec les médias à l'occasion d'événements spéciaux tels que l'assermentation du lieutenant-gouverneur, la visite en Ontario de chefs d'Etat étrangers et de membres de la famille royale et la Fête du Canada, le 1er juillet.

Le Service est aussi responsable de la production, distribution et traduction de communiqués de presse, discours, publications et allocutions en Chambre.

En collaboration avec des représentants du gouvernement fédéral et d'autres ministères provinciaux, le Service prépare et coordonne le programme des délégations étrangères officielles et des journalistes qui visitent l'Ontario.

Par l'intermédiaire d'un système de télécommunication, le Service fournit régulièrement des informations sur la province aux bureaux du gouvernement situés aux Etats-Unis, en Angleterre, en Europe et en Asie du Sud-Est. Le Service suit également de près l'évolution de la politique dans les autres provinces et informe les gouvernements provin-

ciaux, fédéraux et étrangers de la position de l'Ontario sur les questions d'intérêt réciproque.

PLANNING AND MANAGEMENT GROUP

MIA 2

Mowat Block, 6th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1B9

416-965-5514

Planning and Management Group's administrative support to the Ministry includes internal and long-range policy planning, liaison with Cabinet committees and other ministries, preparation of annual estimates, monitoring of expenditures and human resources development policy. It coordinates the **Affirmative Action Program** for this Ministry to improve the status of Ontario government female employees with the aim of ensuring equal opportunity for women.

OFFICE OF PROTOCOL

MIA 3

Mowat Block, 5th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1C2

416-965-1215

The Office of Protocol answers inquiries from other branches, agencies and the public about **protocol** procedure and social etiquette. It coordinates VIP visits; arranges official Ontario **ceremonies**, conferences and special events; and administers the **Ontario Honours and Awards Program**. A government **hospitality fund** provides resources to host hospitality functions (e.g., luncheons, dinners, receptions) where the government officially welcomes visitors from outside Ontario who attend national or international events. Requests for assistance should be made in writing to: The Minister of Intergovernmental Affairs, Queen's Park, Toronto M7A 1C2.

FEDERAL-PROVINCIAL RELATIONS BRANCH

MIA 4

Mowat Block, 5th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1B9

416-965-2927

The Federal-Provincial Relations Branch provides policy advice on Ontario's participation in **federal-provincial** and **interprovincial** relations. An Intergovernmental Affairs representative in Ottawa reports on activities of the federal government. The Ontario government plans to open another office in Quebec City in 1987. The branch assesses current **constitutional issues** in Confederation, including the distribution of powers and the reform of central institutions. It identifies the effect of policy and program initiatives on Ontario's relations within Confederation; makes recommendations to ministries on specific interprovincial or federal-provincial issues; assists ministries in their intergovernmental relations and coordinates preparations for the Premier's participation at **First Ministerial Level Conferences** Through the **Ontario-Quebec Permanent Commission (OQPC)**, the branch promotes educational, public administration and cultural exchanges with Quebec by governments, individuals, groups, schools and organizations.

ONTARIO-QUEBEC PERMANENT COMMISSION

MIA 5

Mowat Block, 5th Flr.
900 Bay St.
Queen's Park, Toronto M7A 1C2
416-965-2927

The Ontario-Quebec Permanent Commission (OQPC) promotes **cultural** and **educational exchanges** between governments, individuals, groups, schools and organizations in Ontario and **Quebec** to foster understanding and cooperation between residents of the two provinces. The OQPC does not fund or operate programs directly but encourages Ontario and Quebec ministries responsible for such areas as education and cultural affairs to provide joint program funding and grants. It also coordinates exchanges between Ontario and Quebec civil servants to permit sharing of views and experiences on common problems of public administration.

INTERNATIONAL RELATIONS BRANCH

MIA 6

Mowat Block, 5th Flr.
900 Bay St.
Queen's Park, Toronto M7A 1C2
416-965-3356

International Relations Branch provides policy advice to the Government on Ontario's **international** activities, and the impact of foreign trends on provincial interests. It also serves as a **federal-provincial** liaison between the **Department of External Affairs** and the Ontario Government. The Branch coordinates Ontario's participation in international conferences, assessment of **treaties** and international agreements, visits of foreign dignitaries and delegations and visits abroad by the Premier and members of Cabinet; administers **emergency** relief assistance following natural **disasters** or social upheavals abroad, and organizes Ontario's international strategies for consideration by the Deputy Ministers' Committee on International Relations. The branch has officers at Ontario House in Paris and Tokyo. It also shares an officer with the Ministry of Education at Ontario House in Frankfurt, West Germany (see MITT entry: Europe and Middle East Section).

ACTS

ACTS

MIA 7

The Ministry of Intergovernmental Affairs administers the Ministry of Intergovernmental Affairs Act.

MINISTRY OF LABOUR

400 University Ave.
Toronto M7A 1T7

In 1882, the Ontario government established the Bureau of Industry under the Department of Agriculture. In 1900, a Bureau of Labour came into being and labour affairs were transferred from the Department of Agriculture to Public Works. The Bureau was replaced in 1916 by the Trades and Labour Branch, still under Public Works. In April 1919, Bill 169 established the Department of Labour and brought all labour matters under a single ministry. The Department of Labour Act was repealed in 1970 and replaced by the Ministry of Labour Act and under this Act the Department of Labour was renamed the Ministry of Labour.

The Ministry of Labour serves employees and employers by promoting sound industrial relations, safe working conditions and equality of treatment and opportunity in employment. Its programs are concerned with the rights and responsibilities of the individual worker; management and labour; and ensuring health and safety in the work place. The Ministry is assisted by a range of specialized agencies, boards and commissions including the Workers' Compensation Board, the Ontario Labour Relations Board, the Ontario Human Rights Commission, the Ontario Manpower Commission, the Advisory Committee on the Quality of Working Life, the Advisory Council on Occupational Health and Occupational Safety, and the Workers' Compensation Appeals Tribunal.

DEPUTY MINISTER'S OFFICE

EMPLOYMENT EQUITY FOR WOMEN PROGRAM

LABOUR 1

400 University Ave., 14th Flr.
Toronto M7A 1T7
416-965-1828

The Employment Equity For Women Program Manager plans, develops and coordinates the Employment Equity For Women Program to improve the status of the Ministry's female employees with the ultimate aim of ensuring equal opportunity for women.

PLANT CLOSURE REVIEW AND EMPLOYMENT ADJUSTMENT BRANCH

LABOUR 2

400 University Ave., 11th Flr.
Toronto M7A 1V2
416-965-0853

This branch coordinates various Ontario Government ministries' programs to respond to particular plant closures by Ontario **industry**. It advises the public on the requirements under the Employment Standards Act concerning the termination of **employment** in Ontario.

ONTARIO QUALITY OF WORKING LIFE CENTRE

LABOUR 3

400 University Ave., 15th Flr.
Toronto M7A 1T7
416-965-5958

The Quality of Working Life Centre (QWL) embodies a concept with interlocking goals: greater self-fulfilment of **employees** and better performance of an organization for the benefit of the employees, the unions and the employers. The Centre assists in establish-

ing joint labour-management QWL projects in specific organizations and communities, and provides opportunities for the training of individuals and organizations in QWL approaches. It also undertakes information and **research** activities, promotes a community interest in QWL concepts and publishes a newsletter on QWL developments and occasional papers and pamphlets on QWL.

LABOUR POLICY AND PROGRAMS

HANDICAPPED EMPLOYMENT PROGRAM

LABOUR 4

400 University Ave., 10th Flr.
Toronto M7A 1T7
416-965-2321

The Handicapped Employment Program provides **employment equity** consulting services to private sector employers on initiatives to increase **employment** opportunities for workers with disabilities. It is active in community development to identify and resolve barriers to the employment of **disabled people** at a local level. The program facilitates links between employers, trade unions, health professionals, handicapped persons, special interest groups, voluntary programs, social agencies, related government programs, educators, architects and insurers, at both a community and provincial level. It provides a public resource centre (a list of resources is available upon request), engages in public education, advises persons with disabilities seeking employment or promotion and advises government on policy and **legislation** affecting the employment of disabled people. It also **publishes** 'Taking Aim: Job Search Strategies for People with Disabilities' and 'What it Takes: Planning an Employment Equity Program for People with Disabilities'.

LEGAL SERVICES BRANCH

LABOUR 5

400 University Ave., 7th Flr.
Toronto M7A 1T7
416-965-6625

Legal Services Branch counsels the Ministry on the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc., and providing opinions to the Ministry relating to the Occupational Health and Safety Act, the Employment Standards Act, and the Workers' Compensation Act. The Legal Services Branch is responsible to the Attorney General's Office.

EMPLOYMENT STANDARDS BRANCH

LABOUR 6

400 University Ave., 3rd Flr.
Toronto M7A 1V2
416-965-5251

The branch, under the Director of Employment Standards, is responsible for the administration and enforcement of the **Employment Standards Act**, **Industrial Standards Act**, the **Employment Agencies Act**, and the Ontario Government Fair Wage Schedules.

The Employment Standards Act provides for minimum terms and conditions of **employment**, called employment standards. It sets out the maximum number of hours which can be worked in the day or week; creates a minimum **wage**, requires overtime **pay** of at least one and one-half times the employee's regular rate and establishes paid public **holidays**. It requires equal pay for equal work, prohibits discrimination on the basis of

sex, age or marital status in employer-provided benefit plans; institutes an entitlement to **pregnancy leave**; forbids lie detector testing; obligates an employer to provide notice of termination or pay in lieu thereof and, in certain cases, imposes a separate liability for severance pay.

Under the Industrial Standards Act employees and employers may jointly request a schedule of **working conditions** for their particular industry. When the schedule has been prepared and accepted by both groups and has been approved by the Ministry, the schedule becomes the standard for that industry or trade in a designated zone. Any properly defined industry may take advantage of the legislation; it is now being utilized by the garment and fur industries.

The **Fair Wage Schedule** on government contracts ensures that employees working on government projects in the construction, building cleaning and security guard industries receive fair **labour** rates and offers contractors a measure of protection from unfair competition based on labour costs when bidding on government contracts. Such contracts contain wage and labour conditions which are applicable to the zone where the work is being carried out and which must be adhered to by the contractor(s).

The Employment Agencies Act (965-0631) provides for the licencing and regulation of employment agencies in Ontario with respect to their dealings with job applicants who use their services to obtain employment. All agencies engaged in 'permanent' placement must apply and qualify for a **licence** before they undertake any recruitment activity.

For information on any of the programs of the branch, contact one of the following offices in the Province:

Ontario Government Building
119 King St. W., 8th Flr.
Hamilton L8N 3Z9
416-521-7736
If long distance dial
1-800-263-6906

205 Oxford St. E.
London N6A 5G6
519-439-3231
If long distance dial
1-800-265-4707

808 Robertson St.
Kenora P9N 1X9
807-468-3128
If long distance dial
1-800-465-1104

2197 Riverside Dr., Ste. 301
Ottawa K1H 7X3
613-523-7530
If long distance dial
1-800-267-1916

1055 Princess St.
Kingston K7L 1H3
613-545-4340
If long distance dial
1-800-267-0915

390 Bay St.
Sault Ste. Marie P6A 1X2
705-949-3331
If long distance dial
1-800-461-7286

824 King St. W.
Kitchener N2G 1G1
519-744-8101
If long distance dial
1-800-265-2373
1-800-265-2468

205 King St.
St. Catharines L2R 3J5
416-682-7261
If long distance dial
1-800-263-7260

199 Larch St.
Sudbury P3E 5P9
705-675-4455
If long distance dial
1-800-461-4000

435 James St. S.
Thunder Bay P7E 6E3
807-475-1691
If long distance dial
1-800-465-5016

273 Third Ave., Ste. 400
Timmins P4N 1E2
705-267-6231
If long distance ask Operator
for Zenith 57740

400 University Ave., 3rd Flr.
Toronto M7A 1V2
416-965-5251
If long distance dial
1-800-268-9001

500 Ouellette Ave.
Windsor N9A 1B3
519-256-8278
If long distance dial
1-800-265-5140

COORDINATOR OF FRENCH LANGUAGE SERVICES

LABOUR 7

400 University Ave., 2nd Flr.
Toronto M7A 1T7
416-965-7795

The French Language Services Coordinator implements the government's policy on French language services (provision of such services to the Franco-Ontarian public) within this Ministry.

SERVICES EN FRANCAIS

Le coordonnateur des services en français de ce Ministère est responsable de la mise en oeuvre et du contrôle de la politique du gouvernement en matière de services en langue française (services aux Franco-Ontariens en langue française).

FINANCE AND ADMINISTRATION DIVISION

LIBRARY AND INFORMATION SERVICES

LABOUR 8

400 University Ave., 10th Flr.
Toronto M7A 1T7
416-965-1641
Toll Free Number for Occupational Health and Safety
Information Service: 1-800-387-5404

The **Library** collection consists of 70,000 books and reports, 1,200 journal titles, 500 Statistics Canada reports, Canadian, American and International standards, annual reports and other serials related to the Ministry's areas of responsibility: labour relations, employment, working conditions, human rights, women in the labour force, employment for the handicapped, occupational health and safety, construction, industrial and mining safety and radiation protection. Also included in the collections are the decisions of the Ontario Labour Relations Board, the Employment Standards Branch, the Ontario Human Rights Commission and a collection of judicial decisions under the Occupational Health and Safety Act. A large collection of Microforms, five in-house automated index-

es, online access to twelve external computerized database systems, interlibrary loan, photocopying services and two regularly published library bulletins in the area of Labour Relations, Employment and Human Rights and Occupational Health and Safety are also available to library clients. Borrowing services to non-Ministry clients are provided through interlibrary loan. Online computer searches, including SDI searches and in-depth research, are conducted for Ministry of Labour clients only. The Library operates the Ministry **reading room** which provides public access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry.

FINANCIAL MANAGEMENT AND ANALYSIS BRANCH

LABOUR 9

400 University Ave., 2nd Flr.
Toronto M7A 1T7
416-965-4148

The Financial Management and Analysis Branch provides Ministry programs with accounting services such as budget preparation and control, financial reporting, accounts payable, payroll, revenue and accounts receivable.

The Branch also offers financial planning and analysis services to executive and program managers at the ministry, which include coordination of the annual resource allocation and estimates process; managing-by-results reporting and implementation of government-wide financial management improvement initiatives. The branch liaises with other Ministries and government central agencies.

ADMINISTRATIVE OPERATIONS BRANCH

LABOUR 10

434 University Ave., 3rd Flr.
Toronto M5G 1R6
416-965-6115

The branch provides the Ministry with purchasing of goods and services, supply management, printing, duplicating, mail and transportation services, records management, assets management and the maintenance of policy and procedures manuals (e.g., Manual of Administration). The branch serves as liaison with the Ministry of Government Services to coordinate such common services as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. The branch is also responsible for the provision and supervision of administrative support personnel in the district and field office locations throughout Ontario.

The branch also operates an **Information Centre** on the main floor of the Ministry's offices at 400 University Avenue, Toronto (965-9500) which provides general information service on, and referrals to, Ministry programs.

COMMUNICATIONS BRANCH

LABOUR 11

400 University Ave., 2nd Flr.
Toronto M7A 1T7
416-965-7941

The Communications Branch informs the public, client groups and the media about the Ministry's activities. The branch provides communications support to the Minister, the Deputy Minister, senior managers and program areas. Its activities include media liaison and producing and distributing information materials.

INTERNAL AUDIT

LABOUR 12

434 University Ave., 1st Flr.
Toronto M7A 1T7
416-965-4137

Internal Audit is responsible for the Ministry's audit functions which include the review and appraisal of Ministry management, financial and operational controls.

HUMAN RESOURCES BRANCH

LABOUR 13

400 University Ave., 2nd Flr.
Toronto M7A 1T7
416-965-6121

Human Resources Branch works mainly in an advisory capacity with line managers whose prime task is personnel matters within their units. The branch is responsible for the establishment of Ministry personnel policies and procedures and employee classification and compensation levels; staff recruitment, training and employee counselling, investigation of employee grievances and all matters affecting working conditions and performance. It maintains the Ministry's personnel, payroll and employee benefit records and serves as liaison between the Ministry, Management Board and the Ontario Public Service Employees Union (OPSEU).

The branch administers the Public Service Act, the Crown Employees Collective Bargaining Act and the Collective Agreement as they relate to Ministry employees.

It also coordinates the Ministry's summer **youth employment** programs including **Students Training in Industrial Relations (STIR)**.

**MANAGEMENT INFORMATION SYSTEMS
BRANCH**

LABOUR 14

400 University Ave., 12th Flr.
Toronto M7A 1T7
416-965-4165

The Management Information Systems Branch provides a complete range of systems development support to all areas in the Ministry. This includes manual systems and computer applications wherever appropriate. Project management covers feasibility studies, cost/benefit analysis, systems design, implementation, data entry, quality control, maintenance and ongoing scheduling and processing of all operational systems which support program managers.

OCCUPATIONAL HEALTH AND SAFETY DIVISION

PROGRAM ADMINISTRATION

LABOUR 15

400 University Ave., 14th Flr.
Toronto M7A 1T7
416-963-2608

The Strategic Policy Unit (965-0260) and the Program Development Unit (965-2305) are responsible for the identification and development of control strategies for toxic substances as well as other division-wide policies and procedures.

CONSTRUCTION HEALTH AND SAFETY BRANCH

LABOUR 16

400 University Ave., 8th Flr.
Toronto M7A 1T7
416-965-7161
1-800-268-8013

The branch is responsible for encouraging **construction** employers and employees across the Province to prevent occupational health and **safety** injuries, accidents and fatalities, in order to reduce the economic and social losses resulting from occupational health and safety hazards.

The branch administers and enforces the provisions of the **Occupational Health and Safety Act**, R.S.O. 1980 c.321, and the Regulations for construction projects. The Act encompasses regulations for the **health** and safety of workers (**employees** and on-site **employers**) in the construction industry, including work on **buildings**, streets, sewers, watermains, underground work and work done using compressed air. The branch periodically inspects construction sites and investigates complaints, refusals to perform unsafe work, **accidents** and fatalities. Prosecutions are usually recommended for contraventions of the legislation that could result in critical or fatal injuries to a worker.

The professional engineering staff provide expertise to construction safety managers and officers within the branch, labour-management groups, manufacturers of equipment used in the construction industry, professionals such as architects and engineers, and others.

The branch offers assistance to the Ministry of the Solicitor General by releasing copies of reports of investigations into construction **deaths** to the Chief Coroner and local coroners. Branch staff are also called upon to give evidence at coroners' inquests into these fatalities or in some cases to provide expert technical information.

The branch delivers its program through its head office located at the above address and three administrative regions. Each region is subdivided into districts as indicated below:

CENTRAL REGION

Regional Office
2500 Lawrence Ave. E.
Scarborough M1P 2R7
416-750-3557

400 University Ave., 8th Flr.
Toronto M7A 1T7
416-965-7161
If long distance dial
1-800-268-8013

NORTHEASTERN REGION

2 Robert Speck Pkwy.
Mississauga L4Z 1H8
416-273-7800

Regional Office
2197 Riverside Dr.
Pebb Bldg., 3rd Flr
Ottawa K1H 7X3
613-523-7530
If long distance dial
1-800-267-1916

139 George St. N.
Peterborough K9J 3G6
705-742-3436

1055 Princess St.
Kingston K7L 1H3
 613-545-4340
 If long distance dial
 1-800-267-0915

390 Bay St., 3rd Flr.
Sault Ste. Marie P6A 2A7
 705-949-3331
 If long distance dial
 1-800-461-7286

199 Larch St., 6th Flr.
Sudbury P3E 5P9
 705-675-4455
 If long distance dial
 1-800-461-4000

435 James St. S.
 Postal Station 'F'
Thunder Bay P7E 6E3
 807-475-1691
 If long distance dial
 1-800-465-5016/17

Timcor Bldg., 4th Flr.
 273 Third Ave.
Timmins P4N 1E2
 705-267-6231
 If long distance dial
 1-800-461-4000

WESTERN REGION

Regional Office
 Ontario Government Bldg.
 119 King St. W., 8th Flr.
Hamilton L8N 3Z9
 416-521-7736
 If long distance dial
 1-800-263-6906

824 King St. W.
Kitchener N2G 1G1
 519-744-8101
 If long distance dial
 1-800-265-2468/2469

205 Oxford St. E., 2nd Flr.
London N6A 5G6
 519-439-3231
 If long distance dial
 1-800-265-4707

205 King St. W.
St. Catharines L2R 3J5
 416-682-7261
 If long distance dial
 1-800-263-7260

500 Ouellette Ave., Rm. 305
Windsor N9A 1B3
 519-256-8278
 If long distance dial
 1-800-265-5140

INDUSTRIAL HEALTH AND SAFETY BRANCH

LABOUR 17

400 University Ave., 9th Flr.
 Toronto M7A 1T7
 416-965-4125

The branch established under the **Occupational Health and Safety Act** administers programs designed to reduce the incidence of illness and injury among workers in **industry**. (For the construction and mining industries, see Construction Health and Safety Branch, and Mining Health and Safety Branch.)

The branch encourages employers and employees to assume primary responsibility for occupational **health** and **safety** programs; assists them in establishing internal responsibility systems; consults with them so that potential problems are recognized, evaluated and controlled and ongoing safety programs established. Industrial Health and Safety Officers, operating out of 17 district offices throughout the Province, periodically inspect industrial establishments and logging sites and investigate refusals to work under unsafe conditions, **deaths** and serious **accidents**. Regional engineers in the district offices review

plans for new **buildings** and alterations to existing ones to check for occupational health and safety hazards prior to construction. The head office at 400 University Ave., 9th Flr., is responsible for overall program implementation. Industrial Health and Safety Officers and Engineers operate out of the following district offices:

114 Worsley St., 5th Flr.
Barrie L4M 1M1
705-722-6642

Ontario Government Bldg.
119 King St. W., 8th Flr.
Hamilton L8N 3Z9
416-521-7736

For toll free number check the
blue pages of telephone directory

1055 Princess St.
Kingston K7L 1H3
613-545-4340
If long distance dial
1-800-267-0915

824 King St. W.
Kitchener N2G 1G1
519-744-8101
If long distance dial
1-800-268-2373/8

205 Oxford St. E., 2nd Flr.
London N6A 5G6
519-439-3231
If long distance dial
1-800-265-4707

2 Robert Speck Pkwy.
Mississauga L4Z 1H8
416-273-7800
If long distance dial
1-800-268-2966/7

1500 Fisher St., 2nd Flr.
North Bay P1B 2H3
705-476-2711

2197 Riverside Dr.
Ottawa K1H 7X3
613-523-7530
If long distance dial
1-800-267-1916/7

139 George St. N.
Peterborough K9J 3G6
705-876-1800

390 Bay St.
Sault Ste. Marie P6A 1X2
705-949-3331

700 Christina St. N.
Sarnia N7V 3C2
519-336-1200

2500 Lawrence Ave. E.
Scarborough M1P 2R7
(Metro East)
416-750-3557

205 King St.
St. Catharines L2R 3J5
416-682-7261
If long distance dial
1-800-263-7260

199 Larch St., 6th Flr.
Sudbury P3E 5P9
705-675-4455
If long distance dial
1-800-461-4000

435 James St. S.
Thunder Bay 'F' P7E 6E3
807-475-1691
If long distance dial
1-800-465-5016/7

273 Third Ave., 4th Flr.
Timmins P4N 1E2
705-267-6231
If long distance dial
1-800-461-4000

500 Ouellette Ave., Rm 605
Windsor N9A 1B3
519-256-8278
If long distance dial
1-800-265-5140

OCCUPATIONAL HEALTH BRANCH

LABOUR 18

400 University Ave., 7th Flr.
Toronto M7A 1T7
416-965-3211

The branch provides a consulting service in occupational health to ministries and to industry.

Occupational Health Medical Service (965-3610) has a medical consultant and a nursing consultant. The **medical** consultant evaluates and advises on the health aspects of occupational health problems. The **nursing** consultant audits medical surveillance programs of designated substances and provides consultative assistance in the initiation, change or improvement of occupational health programs.

Occupational Hygiene Service (965-4066) provides consultation to operating branches of the Occupational Health and Safety Division and to **industry**; visits plants and sites to identify and assess **health** hazards from exposure to chemical, physical and biological agents and recommends control measures.

Occupational Health Laboratory Service (248-7261) performs **chemical** analyses of biological specimens, **air** samples and industrial materials for the branch as well as requests for analyses from companies, physicians, health units, Workers' Compensation Board and other government agencies.

Hygiene, medical and nursing consultants administer the programs of the Occupational Health Branch from eight offices throughout the Province:

119 King St. W., 8th Flr.
Hamilton L8N 3Z9
416-521-7736

2197 Riverside Dr., Ste. 301
Ottawa K1H 7X3
613-523-7530

1055 Princess St., Ste. 301
Kingston K7L 5T3
613-547-3418

2500 Lawrence Ave. E.
Scarborough M1P 2R7
416-750-3557

205 Oxford St. E., 2nd Flr.
London N6A 5G6
519-439-3231

199 Larch St., 6th Flr.
Ontario Provincial Bldg.
Sudbury P3E 5P9
705-675-4455

2 Robert Speck Pkwy., 3rd Flr.
Mississauga L4Z 1H8
416-273-7800

500 Ouellette Ave.
Windsor N9A 1B3
519-256-8278

OCCUPATIONAL HEALTH BRANCH
CHEST SERVICE

LABOUR 19

400 University Ave., 7th Flr.
Toronto M7A 1T7
416-965-4075

The Chest Service deals with identification and prevention of respiratory **diseases** from occupational exposure to hazardous industrial dusts. Regular surveillance of workers is handled through six chest clinics throughout the Province.

Elliot Lake Chest Clinic

50 Hillside Dr. N.
P.O. Box 68
Elliot Lake P5A 1X4
705-848-2239

Thunder Bay Chest Clinic

435 James St. S.
P.O. Box 5000
Thunder Bay P7E 6E3
705-475-1661

Kirkland Lake Chest Clinic

38 Second St. E.
P.O. Box 864
Kirkland Lake P2N 1R5
705-567-4466

Timmins Chest Clinic

54 Wilson Ave.
Timmins P4N 2S6
705-264-8571

Sudbury Chest Clinic

1300 Paris Cres.,
Sudbury P3E 5S6
705-522-0212

Toronto Chest Clinic

880 Bay St., 2nd Flr.
Toronto M7A 2C7
416-965-4075

SPECIAL STUDIES AND SERVICES BRANCH

LABOUR 20

400 University Ave., 8th Flr.
Toronto M7A 1T7
416-965-2493

Health Studies Service (965-6375) conducts occupational **health research** studies and provides consultation on the effects on human health of occupational and environmental exposure to **chemical** or biological agents.

Safety Studies Service (965-6342) conducts studies in occupational **safety** and maintains contact with organizations involved in **accident** prevention.

Radiation Protection Service (965-8178) directs a program to protect **employees** and the public from harmful effects of **radiation** including industrial **x-rays**, radioactive materials, microwaves and lasers. It administers the **Occupational Health and Safety Act** and the X-ray Safety Regulation 632/86.

Radiation Protection Laboratory (248-7237) analyzes radioactive materials for **uranium** mines, mills, processing plants, **nuclear** reactors and users of radioactive isotopes. It develops monitoring techniques and equipment for the identification of radioactive sources. The laboratory is located at 81 Resources Rd., Weston, M4P 3T1.

The branch also provides technical support in contingencies related to nuclear power generating stations.

MINING HEALTH AND SAFETY BRANCH

LABOUR 21

400 University Ave., 7th Flr.

Toronto M7A 1T7

416-965-1328

This branch administers the **Occupational Health and Safety Act** and **Regulations for Mines and Mining Plants**, including open pits, quarries, metallurgical operations, sand, clay, shale and gravel pits, aggregate plants, peat workings and diamond drilling operations to control occupational **health** and **safety** hazards in the workplace. Periodically these establishments are inspected. The branch also carries out **air** sample testing to ensure a safe working environment. It investigates **deaths**, serious **accidents** and refusals to perform unhealthy or unsafe work and consults with labour and management to increase their involvement in identifying and eliminating occupational health and safety hazards. The branch reviews and provides advice on pre-development plans of new and changing operations to check occupational health and safety hazards before construction.

Mining Health and Safety Branch delivers programs through eight field offices listed below.

FIELD OFFICES*Algo Centre*

151 Ontario Ave.

Elliot Lake P5A 2T2

705-848-2885

1055 Princess St., Ste. 301

Kingston K7L 1H3

613-545-4335

38 Second St.

Kirkland Lake P2N 1R1

705-567-5241

205 Oxford St. E.

London N6A 5G6

519-439-3231

If long distance dial

1-800-265-4707

10720 Yonge St., Ste. 218

Richmond Hill L4C 3C9

416-884-6551

Provincial Bldg.

199 Larch St., 6th Flr.

Sudbury P3E 5P9

705-675-4464

435 James St. S., Box 5000

Thunder Bay P7C 5G6

807-475-1675/6/7

If long distance dial

1-800-465-6937

273 Third Ave., 4th Flr.

Timmins P4N 1E2

705-267-6231

The Mine Rescue Program trains specialists at each underground mine in mine rescue procedures in the event of a mine fire or disaster. The Mine Rescue training officers maintain a number of stations which are listed below as well as non-staffed substations equipped with breathing apparatus, **fire** fighting equipment and other emergency equipment and supplies to respond immediately to any mine emergency.

MINE RESCUE STATIONS

P.O. Box 368
Balmertown P0V 1C0
 807-735-2331

50 Hillside Dr. N.
Elliot Lake P5A 1X4
 705-848-3022

107 Government Rd. W.
Kirkland Lake P2N 2E8
 705-567-4606

P.O. Box 338
Onaping P0M 2R0
 705-966-3844

1494 Frood Rd.
 P.O. Box 65
Sudbury P3E 4N3
 705-566-4344

1551 Arthur St.
Thunder Bay P7C 4V1
 807-577-5321

P.O. Box 1096
Timmins P4N 7H9
 705-264-7511

By statute all wire ropes used in mine **hoisting** installations must be tested by the **Wire Rope Testing Laboratory** before use and at intervals during service. The Laboratory address is listed below.

WIRE ROPE LABORATORY

Wire Rope Testing Laboratory
Ministry of Labour
 Room B441, Basement
 Whitney Block, Queen's Park
Toronto M7A 1W3
 416-965-1327

STANDARDS AND PROGRAMS BRANCH

LABOUR 22

400 University Ave., 9th Flr.
 Toronto M7A 1T7
 416-965-8519/8710

Standards and Programs Branch coordinates the development, implementation and evaluation of Occupational Health and Safety Division policies and programs and maintains an information database that relates to the enforcement of the **Occupational Health and Safety Act**. Within this framework, the branch and its sections are engaged in various activities and initiatives.

Sector Regulations Program (965-8510). The branch develops regulations under the Occupational Health and Safety Act to protect workers from hazards in specific economic sectors which include health care workers, fire fighters, underwater divers, teachers, university academics and window washers as well as regulations for roll-over protection and electrical hazards.

Program Analysis and Evaluation Section (965-8710) provides planning and analytical support for the Occupational Health and Safety Division. It assembles and analyses **statistical** and other data on work place hazards, fatalities, critical injuries, as well as prosecutions under the Act. The section is also responsible for the coordination of finan-

cial and administrative submissions to Management Board of Cabinet for the Occupational Health and Safety Division.

Industry Sector Programming Section (965-8510) identifies and develops occupational control strategies and regulations for occupational sectors and safety hazards, and coordinates the development and maintenance of division operations manuals.

Advisory Service on Occupational Health and Safety (965-5533) establishes working relationships with other organizations involved in occupational **health** and **safety** training and education. It also gives administrative and secretariat support to the Ministry's **Interprovincial Lottery** program which provides **grants** for occupational health and safety projects on applied research and manpower training and development. For information on the Ministry of Labour's Interprovincial Lottery Program, write to this section at the above address.

Publications Program (965-8510/8710). The branch is responsible for the printing and distribution of all regulations made under the Occupational Health and Safety Act and other printed materials relating to the programs of the Occupational Health and Safety Division.

INDUSTRIAL RELATIONS DIVISION

CONCILIATION AND MEDIATION SERVICES BRANCH

LABOUR 23

400 University Ave., 5th Flr.
Toronto M7A 1T7
416-965-4104

Conciliation and Mediation Services Branch goals are to foster harmonious **labour relations** and to minimize disruption in the economy arising from **strikes** and **lockouts**. The branch's conciliation officers help labour and employers resolve disputes and, if necessary, provide mediation officers after the conciliation process. The branch also undertakes preventive mediation services during the term of an agreement. Parties in a labour dispute must use the government's conciliation services before legally resorting to strikes or lockouts.

Occupational Health and Safety Advisory Services (965-1170 or 965-9573) assist employers, unions and workers to achieve, by joint responsibility and participation, a healthy and safe working environment, improve relationships and minimize disputes in the workplace. It addresses disputes and complex labour relations problems involving organization and structure of joint health and safety committees referred to the Service by the Occupational Health and Safety Division line branches and advises the Minister of decisions or settlement under section 8(14) and nature of orders under section 8(3) of the Occupational Health and Safety Act.

OFFICE OF ARBITRATION

LABOUR 24

400 University Ave., 6th Flr.
Toronto M7A 1T7
416-965-5669

The Office of Arbitration assists the Minister in carrying out his statutory responsibilities for constituting boards of **arbitration** and appointing single arbitrators under the **Labour Relations Act** and the **Hospital Labour Disputes Arbitration Act**. The office is responsible

for the receipt and processing of requests from **employers** and trade **unions** for the appointment of arbitrators and nominees to boards of arbitration. It identifies individuals qualified to act under ministerial appointment, provides administrative services to arbitrators, monitors the progress of arbitration proceedings and catalogues arbitration awards for public availability. In association with the Minister of Labour's Labour-Management Advisory Committee which advises the Minister on matters pertaining to arbitration, the office maintains a roster of qualified arbitrators and is actively involved in the training of prospective arbitrators. Through its staff of grievance settlement officers, the Office of Arbitration also provides **labour** and management with grievance mediation services.

The Office of Arbitration also has responsibility for coordinating appeals under the **Employment Standards Act** and boards of inquiry pursuant to the **Human Rights Code**. It publishes and distributes to members of the **industrial relations** community, a monthly bulletin which summarizes current arbitration awards.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information or communications branch.

ADVISORY COUNCIL ON OCCUPATIONAL
HEALTH AND
OCCUPATIONAL SAFETY
400 University Ave., 11th Flr.
Toronto M7A 1T7
416-965-2448

LABOUR 25

The Advisory Council on Occupational Health and Occupational Safety, whose membership is representative of management, labour and technical or professional persons and the public, advises the Minister of Labour on occupational **health** and occupational **safety** matters. A report on the affairs of the advisory council is tabled annually in the legislature as a public document. For public inquiries on occupational health and safety, contact the branch involved or the Ministry's field offices under the Occupational Health and Safety Division.

OFFICE OF THE EMPLOYER ADVISER
101 Bloor St. W., 5th Flr.
Toronto M5S 1P7
416-965-8780
Toll-free in Ontario
1-800-387-0774

LABOUR 26

The Office of the Employer Adviser (**OEA**) is mandated to provide advisory services and to advocate on behalf of employers on policy matters pertaining to the **Workers' Compensation Act**. It was established on October 1, 1985 by Bill 101: An Act to amend the **Workers' Compensation Act**.

The Office of the Employer Adviser assists **employers** with appeals and in their dealings with the **Workers' Compensation Board** (**WCB**); it provides information on WCB procedures and policy and attends WCB and Appeals Tribunal hearings.

OFFICE OF THE WORKER ADVISER

LABOUR 27

123 Edward St., 13th Flr.
 Toronto M5G 1E2
 416-965-8570

The primary role of Office of the Worker Adviser (OWA) is to assist and, when necessary, represent **injured workers** with their WCB claims through all stages of the claims process, including representing them before the **Workers' Compensation Board** and **Workers' Compensation Appeals Tribunal**. A resource and **information service**, focusing on Workers' Compensation issues, is also available to the public.

Worker Adviser Service is available outside Toronto through Regional Offices. To determine which Regional Office would serve a particular community, please contact the nearest office of the Ministry of Labour.

ONTARIO HUMAN RIGHTS COMMISSION

LABOUR 28

400 University Ave., 12th Flr.
 Toronto M7A 1T7
 416-965-6841
 1-800-387-9080

The Commission administers and enforces the **Human Rights Code, 1981** which provides for the right to equal treatment in **employment**, services, goods and facilities, contracts and **accommodation** without **discrimination** because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, marital status, family status, handicap, record of offences (employment only) and receipt of public assistance (accommodation only). The Commission implements a four-point program of investigation and conciliation of complaints and enforcement, mediation of social and ethnic frictions and consultations with employers, unions, etc., with a view to reducing community tensions arising from **racial** and **ethnic** adjustments; public **education** in the provisions and principles of the Code and **research** in patterns of discrimination by a supervisor. The twelve district offices are as follows:

EASTERN REGION

NORTHERN REGION

Regional Office
 2197 Riverside Dr.
Ottawa K1H 7X3
 613-523-7530
 If long distance in
 area code 613 dial
 1-800-267-1916

Regional Office
 199 Larch St., 6th Flr.
Sudbury P3E 5P9
 705-675-4455
 If long distance in
 area code 705 dial
 1-800-461-4000

1055 Princess St.
Kingston K7L 1H3
 613-545-4340
 If long distance in
 area code 613 dial
 1-800-267-0915

808 Robertson St.
Kenora P9N 1N8
 807-468-3128
 If long distance in
 area code 807 dial
 1-800-465-1104

390 Bay St., 3rd Flr.
Sault Ste. Marie P6A 1X2
 705-949-3331
 If long distance in
 area code 705 dial
 1-800-461-7268

435 James St. S.
Thunder Bay P7E 6E3
 807-475-1691
 If long distance in
 area code 807 dial
 1-800-465-5016

273 Third Ave., 4th Flr.
Timmins P4N 1E2
 705-267-6231
 If long distance dial
 1-800-461-4000

SOUTHWESTERN REGION

Regional Office
 205 Oxford St. E.
London N6A 5G6
 519-439-3231
 If long distance in
 area code 519 dial
 1-800-265-4707

Ontario Government Bldg.
 119 King St. W., 8th Flr.
Hamilton L8N 3Z9
 416-521-7736
 If long distance in
 area code 416 dial
 1-800-263-6906
 If long distance in
 area codes 519,613,705 dial
 1-800-263-9296

824 King St. W.
Kitchener N2G 1G1
 519-744-8101
 If long distance in
 area codes 416 and 705 dial
 1-800-265-2373
 If long distance in
 area code 519 dial
 1-800-265-2468

205 King St.
St. Catharines L2R 3J5
 416-682-7261
 If long distance in
 area code 416 dial
 1-800-263-7260

500 Ouellette Ave.
Windsor N9A 1B3
 519-256-8278
 If long distance in
 area code 519 dial
 1-800-265-5140

TORONTO EAST, WEST AND CENTRAL REGIONS

2500 Lawrence Ave. E.
Scarborough M1P 2R7
 416-750-3575
 (Toronto East District)
 If long distance in
 area codes 416 and 705 dial
 1-800-268-6585

400 University Ave., 12th Flr.
Toronto M7A 1T7
 416-965-6841
 (Central District &
 Unit for the Handicapped)
 If long distance dial
 1-800-387-9080

2 Robert Speck Pkwy., Ste. 310
Mississauga L4Z 1H8
 416-273-7811
 (Toronto West District)
 If long distance dial
 1-800-268-2808

ONTARIO LABOUR RELATIONS BOARD

LABOUR 29

400 University Ave., 4th Flr.

Toronto M7A 1V4

416-965-4151

The Ontario Labour Relations Board is a neutral quasi-judicial tribunal which administers the **Ontario Labour Relations Act**. The Act gives the Board power to deal with specific labour relations matters, including: **certification** of a trade **union**; termination of a trade union's bargaining rights, complaints of unfair **labour** practices, declarations of successorship of employers or trade unions, cease and desist orders and declarations of illegal strikes and lockouts, trusteeship of locals of trade unions, consent to prosecute, **arbitration** of grievances in the **construction** industry, and trade union jurisdictional disputes.

The Board also deals with declarations of illegal **strikes** and **lockouts**, cease and desist orders and consents to prosecute under the **School Boards and Teachers' Collective Negotiations Act**; complaints by employees that they have been disciplined, penalized or coerced because they have acted in compliance with the **Occupational Health and Safety Act** and the **Environmental Protection Act**; and declarations of successorship under the **Successor Rights (Crown Transfers) Act**. The Board also administers certain provisions of the **Hospital Labour Disputes Arbitration Act** and the **Colleges Collective Bargaining Act**. The Board library is open to the public (965-0206).

The Board publishes for the general public an Annual Report, a booklet entitled 'Guide to the Labour Relations Act'; a monthly report of decisions entitled 'Ontario Labour Relations Board Reports', and three pamphlets: 'Rights of Employees, Employers and Trade Unions'; 'Certification by the Ontario Labour Relations Board', and 'Unfair Labour Practice Proceedings Before The Ontario Labour Relations Board'.

PUBLIC SERVICE APPEALS BOARD

LABOUR 30

180 Dundas St. W., Ste. 2100

Toronto M5G 1Z8

416-598-0688

The **Public Service Grievance Board** and **Public Service Classification Rating Committees** (965-1455) are the tribunals which hear **appeals** about grievances of non-bargaining **Ontario Public Service employees** regarding discipline, dismissal, working conditions and job classification. The **Crown Employees Grievance Settlement Board** (598-0688) hears grievances arising in bargaining units represented by the **Ontario Public Service Employees Union (OPSEU)**, the **Ontario Liquor Boards Employees Union (OLBEU)**, the **Canadian Union of Public Employees (CUPE 1750)**; **Workers' Compensation Board**; (CUPE 767); **Ontario Housing Corporation (Metropolitan Toronto)** (CUPE 3096); **Ontario Housing Corporation (Provincial Division)**; **Amalgamated Transit Union, Local 1587 (ATU)**; **GO Transit**. The Ontario Public Service **Labour Relations Tribunal** (598-0688) hears appeals regarding union representation, unfair labour practices, bad faith bargaining, union dues, inclusions and exclusions of employees in bargaining units, etc., and administers the **Crown Employees Collective Bargaining Act**. Ad hoc arbitration boards hear and adjudicate disputes between employers and **unions**.

WORKERS' COMPENSATION BOARD

2 Bloor St. E.
Toronto M4W 3C3
416-927-9555

LABOUR 31

The Workers' Compensation Board (WCB) administers the **Workers' Compensation Act**. The Act provides: **compensation** payments or awards for job-related disabilities from **accident** or **disease**; **pensions** for dependents of workers whose death is the result of an accident or industrial disease; **medical** services (advice to treating agencies, control of treatment, special treatment facilities, etc.); **financial assistance**, for medical bills and **hospitalization** costs; vocational **counselling** and job training to rehabilitate injured workers; financial assistance to ten **safety** associations promoting health and safety education for the prevention of industrial accidents and diseases.

The Chairman and Board of Directors report to the Lieutenant Governor in Council through the Ontario Minister of Labour, who answers for the Board in the Legislature. The Board maintains a library (927-3500) for publications and **films** at its head office in Toronto.

Objections to an adverse decision by the Board's operating division may be directed to its Review Services through either of two branches. If the Decision Review Branch cannot grant the objection, a hearing can be requested from the Hearings Branch. The Board may reconsider any Hearings Branch decision in cases where a hearing has been improperly conducted, an obvious error has occurred, or new evidence is introduced. Clients may appeal the Hearings Branch's decision to the independent Workers' Compensation Appeals Tribunal.

The operating divisions of the Board are: Client Services; Policy and Special Services; Corporate Services.

Client Services consists of: Claims Services (927-3973) which includes Claims Adjudication Branch (initial acceptance of claim, compensation and awards establishment and authorization); Claims Administrative Services Branch (information and counselling services); Records Management Branch (records control, identification and registration, microfilm services, administrative and technical records advisory services).

Vocational Rehabilitation Services (927-4138) covers socio-economic and financial **counselling**, **vocational** evaluation, training and selective job placement, adjustment assessment, requests for pension commutations, **educational** upgrading, as required, for injured workers; information to employers on advantages of hiring rehabilitated **disabled** workers.

Regional Operations and Area Offices (927-4167) manage claims, medical, vocational rehabilitation and financial services at the regional offices.

Policy and Special Services consists of: medical services (927-4350), ensuring high level medical care at realistic cost; the Occupational Health and Safety Education Authority (927-4876) and the **Downsview Rehabilitation Centre**.

Under Corporate Services are: Financial Services (927-4390); Communications (927-3500); Human Resources (927-3800); Management Information Services (927-4396); Legal Services (927-4768); Actuarial and Statistical Services (927-4097); and Employment Equity (927-3748).

Residents outside the local calling area can reach the offices serving them by dialling the operator 'O' and asking for Zenith 58080 for claims inquiries.

Regional Office

2 King St. W.

Hamilton L8P 1A1

416-523-1800

(Halton, Hamilton-Wentworth,
Haldimand-Norfolk, Niagara,
County of Brant)

Area Office

153 Frederick St.

Kitchener N2H 2M2

519-576-4130

Information Service Office

1055 Princess St., Rm. 303

Kingston K7L 5T3

613-544-9682

Regional Office

410 Memorial Ave.

Thunder Bay P7C 5S2

807-343-1710

(Districts of Thunder Bay,
Rainy River, Kenora)

Regional Office

200 Queens Ave.

London N6A 1J3

519-663-2331

(Counties of Huron, Middlesex
Elgin and Oxford)

Area Office

189 Wyld St., Box 3190

North Bay P1B 1Z2

705-472-5200

Area Office

350 Sparks St., Rm. 206

Ottawa K1R 7S8

613-238-7851

Information Service Office

421 Bay St., 3rd Flr.

Sault Ste. Marie P6A 1X3

705-942-3002

Information Service Office

273 Third Ave., Rm. 204

Box 1142

Timmins P4N 1E2

705-267-6427

Information Service Office

1382 St. Clair Ave. W.

Toronto M4W 3C3

416-965-8864

(Italian, Portuguese,
French, Spanish calls)

Toronto Claims Inquiry

Counselling Section

2 Bloor St. E., 7th Flr.

Toronto M4W 3C3

416-927-4654

In French 416-927-4658/9

In Italian 416-927-4773

(This is the main telephone number.
Check your telephone directory for
numbers for individual claims
and firm files.)

Information Service Office

282 Linwell Rd., Rm. 120

St. Catharines L2N 6N5

416-937-2020

Regional Office

30 Cedar St.

Sudbury P3E 1A4

705-675-9301

(Districts of Sudbury
Algoma and Manitoulin)

Area Office

787 Ouellette Ave.

Windsor N9A 4J4

519-256-3461

WORKERS' COMPENSATION APPEALS TRIBUNAL

LABOUR 32

505 University Ave., 7th Flr.
Toronto M5G 1X4
416-598-4638

The Workers' Compensation Appeals Tribunal has been established to hear and determine **appeals** arising under the **Workers' Compensation Act**. The Tribunal hears appeals from Workers' Compensation Board decisions respecting entitlement to **compensation** or benefits as well as appeals of assessment or penalties under the Act. The Tribunal also determines the effect of the Workers' Compensation Act on **workers'** rights to take civil actions against their employers.

ACTS

ACTS

LABOUR 33

The following is a list of Acts administered by the Ministry of Labour. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or information/communications branch.

Blind Workmen's Compensation Act
Crown Employees Collective Bargaining Act
Employment Agencies Act
Employment Standards Act
Government Contracts Hours and Wages Act
Hospital Labour Disputes Arbitration Act
Human Rights Code, 1981
Industrial Standards Act
Labour Relations Act
Ministry of Labour Act
Occupational Health and Safety Act
One Day's Rest in Seven Act
Rights of Labour Act
Workers' Compensation Act
Workmens' Compensation Insurance Act

MINISTRY OF MUNICIPAL AFFAIRS

777 Bay St., 17th Flr.
Toronto M5G 2E5

The Ministry of Municipal Affairs is responsible for local government and community planning in the province. It determines appropriate legislative, institutional, organizational, financial and management arrangements of municipal governments. It also encourages sound planning at the community level, and renewal activity in municipalities through operational and technical assistance.

MINISTER'S OFFICE

NIAGARA ESCARPMENT DEVELOPMENT
CONTROL

MUN AFF 1

HEARING OFFICE
777 Bay St., 14th Flr.
Toronto M5G 2E5
416-585-6090

The Niagara Escarpment Development Control Hearing Office conducts hearings of appeals on decisions made by the **Niagara Escarpment Commission**.

NIAGARA ESCARPMENT COMMISSION

MUN AFF 2

232 Guelph St.
Georgetown L7G 4B1
416-877-5191

The Niagara Escarpment Planning and Development Act defines the function of the Niagara Escarpment Commission. The central task of plan preparation was completed on June 12, 1985 with the approval of the Niagara Escarpment Plan. The Plan provides policies to maintain the Niagara Escarpment, and land in its vicinity, as a natural **environment** and to ensure a balanced future use of Escarpment lands through an interim development control system.

The Niagara Escarpment Commission and Ministry of Municipal Affairs are working to ensure that responsibility for long-term planning initiatives is transferred from the provincial to the municipal level and incorporated into municipal planning documents.

During this period, the Commission will continue to process amendments to the Plan and monitor municipal planning initiatives in the Escarpment area. The Commission maintains an **audio-visual** presentation, a **library** and a drop-in centre.

Until delegation of authority to issue development permits occurs, applications will continue to be processed by the Commission. Development **permit** applications for Dufferin County and the Regional Municipalities of Halton and Peel are handled by the Georgetown office (416-877-5191); for the Counties of Bruce, Grey and Simcoe, contact the Clarksburg office (519-599-3340); for the Regional Municipalities of Hamilton-Wentworth and Niagara, contact Grimsby (416-945-9235). From Toronto and Brampton, call 416-453-2468.

DEPUTY MINISTER'S OFFICE

COMMUNICATIONS BRANCH

MUN AFF 3

777 Bay St., 17th Flr.

Toronto M5G 2E5

416-585-7025

Customer Assistance: 416-585-7041

This Branch provides communications and information services, and acts as a marketing consultant for both the Ministry of Municipal Affairs and the Ministry of Housing.

FRENCH LANGUAGE SERVICES COORDINATOR

MUN AFF 4

47 Sheppard Ave. E., Ste. 207

Willowdale M2N 2Z8

416-224-7635

If long distance, ask operator for

Zenith 52650

The French Language Services Coordinator arranges the implementation of the government's policy on **French language services** (provision of such services to the Franco-Ontarian public) within this ministry and the Ministry of Housing.

SERVICES EN FRANCAIS

Le coordonnateur des services en français de ce ministère et du ministère du logement est responsable de la mise en oeuvre de la politique du gouvernement en matière de services en langue française (services aux Franco-Ontariens en langue française).

CORPORATE PLANNING AND COORDINATION BRANCH

MUN AFF 5

777 Bay St., 4th Flr.

Toronto M5G 2E5

416-585-6262

The Corporate Planning and Coordination Branch coordinates policy and program planning, budget and financial planning, and central agency and interministerial liaison. It organizes briefings for the Minister and Deputy Minister and has responsibility for resource allocation and strategic planning.

LEGAL BRANCH

MUN AFF 6

777 Bay St.

Toronto M5G 2E5

Municipal Law Section, 12th Flr.

416-585-6554

Community Planning Law Section, 16th Flr.

416-585-6723

Legal services to the Ministry of Municipal Affairs and its agencies, including the **Niagara Escarpment Commission** (585-6724), and to the Ministry of Intergovernmental Affairs (585-6551) are provided by this branch. It counsels on legal matters and documentation, including the interpretation of statutes, regulations, and proposed legislation and regulations. It also provides legal services relating to municipal and community planning legislation and Ministry operations.

ONTARIO MUNICIPAL AUDIT BUREAU
5400 Yonge St., 2nd Flr.
Toronto M2N 6G1
416-223-4222

MUN AFF 7

The Ontario Municipal Audit Bureau was established in 1968 to **audit provincial-municipal** transfer payment programs for the ministries of Citizenship and Culture, Community and Social Services, Environment, Health, Housing, Municipal Affairs, Northern Development and Mines, Tourism and Recreation, Transportation and Communications and Treasury and Economics.

The Bureau ensures that transfer payment recipients comply with relevant agreements and legislation; promotes accountability and good financial management practices; and works closely with the Institute of Chartered Accountants of Ontario at providing input into management and audit standards.

ASSISTANT DEPUTY MINISTER - COMMUNITY PLANNING COMMUNITY PLANNING PROGRAMS DIVISION

COMMUNITY PLANNING ADVISORY BRANCH
777 Bay St., 13th Flr.
Toronto M5G 2E5
416-585-6236

MUN AFF 8

The branch provides community planning service information and advice to **municipalities**, the development industry and the public. It administers **grant** programs for municipalities, including counties and regions, and for planning boards in northern Ontario in order to promote effective **community planning** and resolve local planning issues. Eligible items include, but are not restricted to, studies on community improvement, management of the local planning process, planning applications of computer technology, financial implications of planning decisions and the responsiveness of the local process to economic development initiatives, and the preparation and updating of **official plans** and **zoning** bylaws for small municipalities. Municipalities and Planning Boards must contact regional offices listed below to apply for grants.

The branch provides the following range of services through the field offices.

Education: Staff organize (or participate in) training courses, workshops, seminars and conferences to discuss community planning issues, provincial policies, procedures and other Ministry programs.

Ongoing planning advice: Staff consult with municipalities about their **land use planning** concerns and respond to inquiries from developers and the public.

Preliminary reviews of local planning documents and advice on tentative development proposals: Field offices can identify planning weaknesses and help reduce delays and problems at the approval stage to facilitate a smoother process.

Financial assistance: Applications for funding under the community planning grants program are processed through field offices. Financial assistance can be provided for special studies designed to resolve specific land use planning issues and to develop major amendments to official plans and zoning by-laws. Eligibility for assistance is reviewed by staff and requests for funding should always precede the commencement of any planning study.

Technical assistance: Staff provide limited technical assistance to planning boards in northern Ontario or to other small municipalities, including preparation of terms of reference for projects or direct project involvement in resolving issues and preparing planning documents.

Planning areas: Staff advise municipalities and unorganized areas on establishing or altering planning areas and on the administration of planning boards. Planning administration grants are available to planning boards which administer land use activities in unorganized territories.

Contact one of the following five field offices.

495 Richmond St., 7th Flr.

London N6A 5A9

519-673-1611

If long distance dial

1-800-265-4736

(Southwestern Region)

435 James St. S., 1st Flr.

Thunder Bay P7C 5G6

807-475-1651

If long distance ask Operator

for Zenith 52650

(Northwestern Region)

244 Rideau St., 3rd Flr.

Ottawa K1N 5Y3

613-566-3801

If long distance ask Operator

for Zenith 52650

(Southeastern Region)

47 Sheppard Ave. E., Ste. 207

Willowdale M2N 2Z8

416-224-7635

If long distance ask Operator

for Zenith 52650

(Central Region)

1191 Lansing Ave.

Sudbury P3A 4C4

705-560-0120

If long distance dial

1-800-461-1193

(Northeastern Region)

COMMUNITY RENEWAL BRANCH

MUN AFF 9

777 Bay St., 13th Flr.

Toronto M5G 2E5

416-585-6013

The branch encourages community improvement through assistance to municipalities and the private sector. It administers **PRIDE (Program for Renewal, Improvement, Development and Economic Revitalization)** and ongoing projects funded under previous renewal programs. These programs are described individually in the following Community Renewal branch entries. The branch participates in the Ministry's **youth employment** program.

COMMUNITY RENEWAL BRANCH

MUN AFF 10

BUSINESS IMPROVEMENT AREA PROGRAM

777 Bay St., 13th Flr.

Toronto M5G 2E5

416-585-6013

Section 217 of the **Municipal Act** provides local **business** communities with the legislation

to help upgrade commercial districts. The **Business Improvement Area Program (BIA)** concept is a self-help mechanism to improve, beautify and maintain municipally owned **lands, buildings** and structures beyond the normal works of municipalities and to promote the area as a business and shopping district. Funds are provided by local business groups and handled by a board of management. Local groups request the municipality to designate a BIA. A board of management is then formed to manage the current year's budget outlining the improvement and promotion program. Upon approval of this budget by the municipal council, funds are paid out to the board by the municipal treasurer.

COMMUNITY RENEWAL BRANCH PRIDE PROGRAM

MUN AFF 11

777 Bay St., 13th Flr.
Toronto M5G 2E5
416-585-6013

The new **PRIDE** Program replaces the **ONIP** and **CAIP** programs and assists municipalities in achieving community improvement through physical renewal of specific areas. **PRIDE** combines financial assistance with professional advice, ongoing support and information services to help make community improvement part of the broader public and private sector development. Older sections of a municipality, including industrial and mixed use districts, and neighbourhoods and commercial districts, are eligible for assistance. **Grants** are for the provision of, or improvement to, services and utilities such as streets, sewers and water mains; social and recreational facilities such as parks and community centres; aesthetic improvements such as streetscape upgrading, landscaping and buffering; land and building acquisition, clearance and demolition for eligible program components; and relocation costs where relevant.

RESEARCH AND SPECIAL PROJECTS BRANCH

MUN AFF 12

777 Bay St., 13th Flr.
Toronto M5G 2E5
416-585-6244

This branch provides technical advice on **community planning** to the ministry, and publishes studies and handbooks on community planning issues for use by **municipalities**, consultants, government agencies and the development **industry**. The branch covers a wide variety of projects including community design, **environmental** impact, economic and social conditions, site analysis, engineering and **transportation** considerations, regional planning and development, and **subdivision** planning.

OFFICE OF LOCAL PLANNING POLICY

MUN AFF 13

777 Bay St., 13th Flr.
Toronto M5G 2E5
416-585-6225

The Office develops policy and legislation for local **municipal** governments consistent with provincial objectives. Activities include: review of planning statutes; formulation of advisory publications on **official plan** and **zoning** techniques and **land use planning** policies; and preparation of government policy statements under the Planning Act and related guidelines, which apply to planning decisions made at all levels of government in the province.

PLANS ADMINISTRATION BRANCHES

MUN AFF 14

777 Bay St., 14th Flr.
 Toronto M5G 2E5
 416-585-6014

The two Plans Administration Branches (Central and Southwest, North and East) review and approve documents submitted under the **Planning Act**, including: **official plans**, official plan amendments, **subdivision** and **condominium** plans, **land severance** applications and **road** adjustment by-laws (except where the Minister has assigned or delegated his approval power). The branches also prepare and administer Minister's **zoning** orders, approve part-lot control by-laws, **title** validations **deeming by-laws**, comment on **municipal** zoning by-laws, and monitor the Minister's authority delegated to municipalities and planning boards in unorganized territories.

Since August 1985, the Plans Administration Branch, Central and Southwest, has assumed administration of the Niagara Escarpment Planning and Development Act and responsibility for the overall coordination of the **Niagara Escarpment Plan** implementation. The branch continues to process **Niagara Escarpment Development Control Appeals**.

The Parkway Belt West Plan, approved by Cabinet in 1978, designates a multipurpose utility corridor, urban separator and linked open space system from Hamilton to Markham. It is administered by the Plans Administration Branch (Central and Southwest) which coordinates the implementation of, and approves amendments to, the Plan and the Parkway Belt Land Use Regulations. A comprehensive review of the Plan has been initiated, as required by the legislation.

ASSISTANT DEPUTY MINISTER - MUNICIPAL AFFAIRS

LOCAL GOVERNMENT ORGANIZATION
BRANCH

MUN AFF 15

777 Bay St., 11th Flr.
 Toronto M5G 2E5
 416-585-7260

The Local Government Organization Branch develops policy options, and analysis relating to the powers and authority, organization and electoral arrangements of **municipalities**. The branch also advises the Minister and the Government of Ontario on provincial policies in these matters.

MUNICIPAL FINANCE BRANCH

MUN AFF 16

777 Bay St., 13th Flr.
 Toronto M5G 2E5
 416-585-6300

The Municipal Finance Branch examines **municipal** finances to provide advice on alternative policies for maintaining the financial viability of municipalities in Ontario. Issues include: property taxation; intermunicipal cost-sharing, and other local government revenue sources such as lot levies, provincial grants (including the unconditional grants program), municipal expenditures, capital financing and municipal infrastructure needs, pension issues and insurance matters.

PROVINCIAL MUNICIPAL AFFAIRS

MUN AFF 17

SECRETARIAT

777 Bay St., 13th Flr.

Toronto M5G 2E5

416-585-6284

The Provincial Municipal Affairs Secretariat (PMAS) assesses and advises on **provincial-municipal** relations and programs. It provides a liaison between the **Association of Municipalities of Ontario (AMO)**, its member sections and affiliates, and the Province of Ontario. PMAS supplies support services for provincial-municipal consultation and acts as a central registry for municipal resolutions. It publishes the **Municipal Directory** annually, listing counties, districts, cities, towns and townships in Ontario, with names and addresses of key officials, **population** figures, etc., and **Background**, a weekly newsletter outlining legislation, publications and provincial projects of interest to **municipalities**. PMAS maintains contact with the **Federation of Canadian Municipalities (FCM)** and municipal affairs ministries in other provinces. In conjunction with AMO, it sponsors seminar programs for newly elected councillors on special topics of interest.

SUBSIDIES BRANCH

MUN AFF 18

777 Bay St., 12th Flr.

Toronto M5G 2E5

416-585-6012

The Subsidies Branch administers provincial and **federal-provincial subsidy programs under which grants and loans** are made to **municipalities**, private sector employers and individuals.

Subsidies to municipalities include **financial assistance** for: declared **disasters**; hiring of **energy** auditors under the **Municipal Energy Audit Program**; hiring of **students**, e.g., **Involvement in Municipal Administration (IMA)**, **Ontario Municipal Training Program** (585-6198); hiring of **affirmative action coordinators**; and unconditional resource equalization. Payment of tax or grants-in-lieu of business tax and **real property** tax on provincially owned properties, and support and per capita grants for **tax** relief for property owners are also included.

Subsidies for property taxation relief to owners of productive **farm** land are available under the **Farm Tax Reduction Program** (585-6565) and managed **forests** (585-6159); and loans are available to owners of **shoreline** property to repair or prevent damage from **erosion** or storms.

The branch also publishes the booklet, 'Provincial Financial Assistance to Municipalities, Boards and Commissions' which can be obtained from the Ontario Government Bookstore, 880 Bay St., Toronto.

Information on these programs can also be obtained from this Ministry's Field Services Branch offices.

MUNICIPAL OPERATIONS DIVISION**MUNICIPAL OPERATIONS DIVISION**

MUN AFF 19

777 Bay St., 11th Flr.
 Toronto M5G 2E5
 416-585-7254

The Municipal Operations Division provides: financial management and reporting requirements for municipalities; a full range of advisory services to improve local government effectiveness; promotion of local government operation through a network of field offices; and assistance to municipalities in the resolution of boundary disputes.

MUNICIPAL BOUNDARIES BRANCH

MUN AFF 20

777 Bay St., 11th Flr.
 Toronto M5G 2E5
 416-585-7276

The Municipal Boundaries Branch assists **municipalities** in resolving boundary and boundary-related disputes within the provisions of the **Municipal Boundary Negotiations Act, 1981**.

MUNICIPAL MANAGEMENT POLICY BRANCH

MUN AFF 21

777 Bay St., 11th Flr.
 Toronto M5G 2E5
 416-585-7201

The Municipal Management Policy Branch offers a broad range of services to improve effectiveness of local government management. It monitors financial management and reporting requirements for **municipalities**, and administers the **MARS (Municipal Analysis and Retrieval System)** computer database. It also issues **publications** on legislative, financial, organizational, management and administrative matters, computers and computer applications.

FIELD SERVICES BRANCH

MUN AFF 22

777 Bay St., 11th Flr.
 Toronto M5G 2E5
 416-585-7251

The Field Services Branch operates a network of field services offices in Ontario to advise and assist municipalities, the public, other government ministries and agencies on all aspects of local government. It coordinates Ministry relationships with **municipalities** and identifies and initiates action in cases of municipal difficulty. Advice is provided through review of municipal financial statements, dissemination of information on existing programs, and on request. Contact field services offices listed below.

150 Main St.
Cambridge N1R 6P9
 519-622-1500
 1-800-265-3574/5
 (Oxford, Brant, Waterloo
 Haldimand-Norfolk,
 Hamilton-Wentworth
 Niagara, Halton, Peel)

147 Wyndham St. N.
Guelph N1H 4E9
 519-836-2531
 1-800-265-7236
 (Bruce, Grey, Wellington)

1055 Princess St.
Kingston K7L 5T3
 613-545-4310
 1-800-267-9438
 (Prince Edward, Hastings,
 Lennox & Addington, Frontenac,
 Leeds & Grenville)

495 Richmond St., 7th Flr.
London N6A 5A9
 519-438-7255
 1-800-265-1250
 (Huron, Perth, Middlesex,
 Elgin, Kent, Lambton, Essex)

347 Sherbrooke St.
North Bay P1B 2C1
 705-476-4300
 1-800-461-9528
 (Parry Sound, Nipissing,
 Timiskaming)

15B Matchedash St. N.
Orillia L3V 4T4
 705-325-6144
 1-800-461-0279
 (Simcoe, Haliburton, York,
 Muskoka, Dufferin)

74 Simcoe St. S.
Oshawa L1H 4G6
 416-571-1515
 1-800-263-7950
 (Northumberland, Victoria,
 Peterborough,
 Durham, Metro Toronto)

244 Rideau St.
Ottawa K1N 5Y3
 613-566-3711
 1-800-267-0460
 (Renfrew, Lanark, Prescott &
 Russell, Stormont, Dundas &
 Glengarry, Regional Mun. of
 Ottawa-Carleton)

430 Notre Dame Ave., 2nd Flr.
Sudbury P3C 5K7
 705-675-4343
 (Cochrane, Algoma, Manitoulin,
 Regional Mun. of Sudbury)

435 James St. S.
 P.O. Box 5000
Thunder Bay P7C 5G6
 807-475-1621
 1-800-465-5061
 (Thunder Bay, Kenora, Rainy River)

ACTS

ACTS

MUN AFF 23

The following is a list of Acts administered by the Ministry of Municipal Affairs. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal branch or information/communications branch.

Barrie-Innisfil Annexation Act, 1981
 Barrie-Vespra Annexation Act, 1984
 Brantford-Brant Annexation Act, 1980
 City of Cornwall Annexation Act, 1974
 City of Gloucester Act, 1980
 City of Hamilton Act, 1975
 City of Hazeldean-March Act, 1978
 City of Nepean Act, 1978
 City of Ottawa Road Closing & Conveyance Validation Act, 1981
 City of Port Colborne Act, 1974
 City of Sudbury Hydro-Electric Service Act, 1980
 City of Thorold Act, 1975
 City of Thunder Bay Act, 1968-69
 (formerly City of Lakehead Act, 1968-69, c.45)

City of Timmins-Porcupine Act, 1972
 County of Haliburton Act, 1982
 County of Oxford Act
 District Municipality of Muskoka Act
 District of Parry Sound Local Government Act, 1979
 International Bridges Municipal Payments Act, 1981
 Line Fences Act
 Local Improvement Act
 Ministry of Municipal Affairs and Housing Act, 1981
 Moosonee Development Area Board Act
 Municipal Act
 Municipal Affairs Act
 Municipal and School Tax Credit Assistance Act
 (repealed except subsection 2(3)(4)(5) and (6))
 Municipal Arbitrations Act
 Municipal Boundary Negotiations Act, 1981
 Municipal Conflict of Interest Act, 1983
 Municipal Corporations Quieting Orders Act
 Municipal Elderly Residents Assistance Act
 Municipal Elections Act
 Municipal Franchises Act
 Municipal Interest and Discount Rates Act, 1982
 Municipal Payments in Lieu of Taxes Statute Law Amendment Act, 1984
 Municipal Private Acts Repeal Act, 1983
 Municipal Subsidies Adjustment Repeal Act, 1976
 Municipal Tax Assistance Act
 Municipal Tax Sales Act, 1984
 Municipal Unemployment Relief Act
 Municipal Works Assistance Act
 Municipality of Metropolitan Toronto Act
 Municipality of Shuniah Act, 1936
 Niagara Escarpment Planning and Development Act
 Ontario Planning and Development Act
 Ontario Unconditional Grants Act
 Ottawa-Carleton Amalgamations and Elections Act, 1973
 Parkway Belt Planning and Development Act
 Planning Act, 1983
 Planning Statute Law Amendment Act, 1983
 Police Village of St. George Act, 1980
 Provincial Parks Tax Assistance Act
 Public Parks Act
 Public Utilities Act
 Public Utilities Corporations Act
 Regional Municipality of Durham Act
 Regional Municipality of Haldimand-Norfolk Act
 Regional Municipality of Halton Act
 Regional Municipality of Hamilton-Wentworth Act
 Regional Municipality of Niagara Act
 Regional Municipality of Ottawa-Carleton Act
 Regional Municipality of Ottawa-Carleton Land Acquisition Act, 1980

Regional Municipality of Peel Act
Regional Municipality of Sudbury Act
Regional Municipality of Sudbury Statute Law Amendment Act, 1986
Regional Municipality of Waterloo Act
Regional Municipality of York Act
Road Access Act
Shoreline Property Assistance Act
Snow Roads and Fences Act
Statute Labour Act
Tax Sales Confirmation Act, 1974
Territorial Division Act
Tom Longboat Act, 1980
Toronto District Heating Corporation Act, 1980
Toronto Islands Act, 1980
Town of Wasaga Beach Act, 1973
Township of North Plantagenet Act, 1976
Wharfs and Harbours Act

MINISTER RESPONSIBLE FOR NATIVE AFFAIRS

MINISTER RESPONSIBLE FOR NATIVE AFFAIRS

NAT AFF 1

18 King St., 18th Flr.

Toronto M5C 1C5

416-965-1664

Under Order-in-Council 1803/85, the Attorney General of Ontario is designated as the Minister Responsible for Native Affairs. His responsibilities include: development and coordination of government-wide Native Affairs policy; delivery of special projects across ministries; negotiation of corporate Native issues, including land claims, Aboriginal constitutional matters and self-government agreements; and monitoring development and delivery of line ministry programs affecting **Native people**.

By cabinet directive, the Minister Responsible for Native Affairs is designated as the Chairman of the **Cabinet Committee on Native Affairs (CCNA)**. CCNA serves as a forum for the review of Native Affairs issues and initiatives having government-wide implications. CCNA is comprised of the following Ministers: Attorney General and Minister Responsible for Native Affairs; Solicitor General; Citizenship and Culture; Community and Social Services; Colleges and Universities and Skills Development; Correctional Services; Education; Health; Housing; Natural Resources; Northern Development and Mines; and Tourism and Recreation.

The **Ontario Native Affairs Directorate** (965-4827) supports the Attorney General in his capacity as Minister Responsible for Native Affairs and as Chairman of the Cabinet Committee on Native Affairs.

MINISTRY OF NATURAL RESOURCES

Whitney Block,
99 Wellesley St. W.
Queen's Park, Toronto M7A 1W3

The Ministry of Natural Resources originated in 1972 with the amalgamation of the former Departments of Lands and Forests, and Mines and Northern Affairs. In 1985, certain of the mining-related responsibilities were transferred back to the reconstituted Ministry of Northern Development and Mines.

The goals of the Ministry of Natural Resources are three-fold: resource development, resource conservation and the protection of public safety and resources from natural hazards. The Ministry's programs are concerned with the wise management of Ontario's physical resources for economic and social benefit. This includes Crown lands, waters, forests, parks, fish, wildlife, fuel and industrial minerals.

DEPUTY MINISTER'S OFFICE

POLICY AND PLANNING SECRETARIAT

MNR 1

Whitney Block, Rm. 6440
99 Wellesley St. W.,
Queen's Park, Toronto M7A 1W3
416-965-8422

The Secretariat provides support to the Deputy Minister's office and the executive management team of the Ministry. It supports senior management through the development and coordination of policy, the maintenance of the policy system, the strategic planning process, the preparation of priority guidelines, and the assessment of policy proposals from within and outside the Ministry. It provides leadership for land use and integrated resource management planning by the development and maintenance of guidelines and processes and the coordination of **land use planning** at the Provincial level. The Secretariat administers preparation of **environmental assessments** for the Ministry, subject to the Environmental Assessment Act, and the input to and review of plans of **municipalities** and other agencies relative to this Ministry's plans and programs. It liaises with Cabinet Office, Cabinet Committees and other Ministries.

ADMINISTRATION DIVISION

COMMUNICATIONS SERVICES BRANCH

MNR 2

Whitney Block, Rm. 5340
99 Wellesley St. W.
Queen's Park, Toronto M7A 1W3
416-965-2756 General Inquiries
416-963-1325 A.V. Film Library
416-965-2000 Public Information Centre

The Communications Services Branch establishes communications policy for the Ministry, advises its branches on communications problems and provides communications support to the Minister and the Deputy Minister. It informs the public, client groups and the media about the Ministry's activities, answers public inquiries and produces and distributes **publications** news releases and audio-visual materials. Landmarks, a subscription

magazine, is published quarterly for those interested in Ontario's natural resources and their management.

COMMUNICATIONS SERVICES BRANCH

MNR 3

PUBLIC INFORMATION CENTRE

Whitney Block, Rm. 1640

99 Wellesley St. W.

Queen's Park, Toronto M7A 1W3

416-965-2000 General Inquiry

416-965-3081 Provincial Parks Information

416-965-7883 Fisheries Information

416-965-4251 Wildlife Information

416-965-9751 Forestry/Land Information

The Public Information Centre is a 'one stop' inquiry centre, for both the public and the government. It provides information and publications on Ontario's fish, **wildlife**, **forestry**, **mineral** resources, **lands** and **waters**, and provincial **parks** and sells **hunting** and **fishing licences**, topographical and Ontario Basic **Mapping**, aerial photos and Forest Resources Inventory maps. **Travel** counselling is also provided to the public on Provincial Parks hunting, fishing and outdoor **recreation** opportunities.

LEGAL SERVICES BRANCH

MNR 4

Whitney Block, Rm. 6420

99 Wellesley St. W.

Queen's Park, Toronto M7A 1W3

416-965-2748

Legal Services Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc.. The Legal Services Branch is responsible to the Attorney General's Office.

MANAGEMENT PLANNING AND ANALYSIS

MNR 5

Whitney Block, Rm. 6350

99 Wellesley St. W.

Queen's Park, Toronto M7A 1W3

416-965-4143

Management Planning and Analysis initiates studies of the Ministry's management process, recommending changes to management organization, systems, procedures and practices, and coordinating the implementation of projects to enhance organizational and management effectiveness.

PERSONNEL BRANCH

MNR 6

Whitney Block, Rm. 4520

99 Wellesley St. W.

Queen's Park, Toronto M7A 1W3

416-965-2707

The Personnel Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. It establishes Ministry personnel policies, procedures and appropriate classification and compensation levels for

all Ministry employees. It is responsible for staff recruitment, safety programs, Workers' Compensation, employee counselling, investigation of employee grievances and all matters affecting working conditions and performance. It maintains the Ministry's personnel, payroll and employee benefit records. The branch coordinates the Ministry's **youth employment** program which involves the hiring of qualified 17 year-old persons as **junior rangers** (965-1258). It also serves as liaison between the Ministry and the Human Resources Secretariat, Management Board of Cabinet and the Ontario Public Service Employees Union (OPSEU). For personnel records call 965-3961; for seasonal employment inquiries call 965-1258. There are personnel officers in each of the Ministry's eight regional offices listed under this Ministry's Field Organization entries.

ADMINISTRATIVE SERVICES BRANCH

MNR 7

Whitney Block, Rm. 5528

99 Wellesley St. W.

Queen's Park, Toronto M7A 1W3

416-965-2711

The Administrative Services Branch provides support and analytical services to the Ministry on a wide range of administrative matters. It offers contracting and purchasing courses, analysis and input into various contracting and supply management issues and serves as the focal point in the Ministry for general purchasing and contracting expertise. The branch issues related policies, procedures and guidelines. Support services include a central supply warehouse, purchasing unit, copy centre, mail and telex services, records and information management, assets management and the maintenance of policy and procedures manuals (e.g., Manual of Administration, Ministry directive manuals, etc.). It liaises with several ministries and agencies to coordinate common services such as telephones, acquisition and design of facilities, purchase of motor vehicles and the purchase of commonly used supplies. It provides a focal point for fleet management and insurance, information and support, customer services and other special services (e.g., arranging functions, booking airline tickets, etc.).

AFFIRMATIVE ACTION PROGRAM

MNR 8

Whitney Block, Rm. 4611

99 Wellesley St. W.

Queen's Park, Toronto M7A 1W3

416-965-5663

The Affirmative Action Program Coordinator plans, develops and coordinates the Affirmative Action Program to improve the status of the Ministry's female employees with the ultimate aim of ensuring equal opportunity for women.

FINANCE AND ADMINISTRATION GROUP

FINANCIAL RESOURCES BRANCH

MNR 9

Whitney Block, Rm. 4324

99 Wellesley St. W.

Queen's Park, Toronto M7A 1W3

416-965-2761

Financial Resources Branch is responsible for general accounting functions, including payroll and expense account services, accounts payable, and financial liaison with the Provincial Auditor and other government ministries and agencies. The branch is also

responsible for appropriations and expenditure control, development of accounting and costing systems, financial and cost analyses and pre-audit controls and procedures. It examines non-tax revenue rates, budget allocations control and coordinates program planning and yearly reviews. It prepares reports for submission to Management Board, organizes and participates in program evaluations, assists with economic analysis of Ministry programs and coordinates management information development and updates. It prepares claims under federal-provincial agreements; controls collateral securities and collects records and reports on revenue from **timber** operations, sales and leases of **Crown land, mining, pits and quarries** and provincial **parks** operations, **fish** and **wildlife licences** and sundry other cash receipts. For fish and wildlife (**hunting**) licences sale, see this Ministry's Public Information Centre or contact Ministry regional or district offices (listed under this Ministry's Field Organization entries).

INTERNAL AUDIT SERVICES BRANCH

MNR 10

Whitney Block, Rm. 4633
99 Wellesley St. W.
Queen's Park, Toronto M7A 1N3
416-965-4087

Internal Audit Services Branch is responsible for the Ministry's internal audit functions which include the review and appraisal of the Ministry financial and management control systems.

SYSTEMS SERVICES BRANCH

MNR 11

Whitney Block, Rm. 6540
99 Wellesley St. W.
Queen's Park, Toronto M7A 1W3
416-965-5671

The Systems Services Branch coordinates the planning, development, maintenance and operation of Ministry computer information systems. It ensures effective delivery of information services to users; develops strategy, policies and procedures for systems related issues; provides computer and data entry services. The branch manages the Ministry's centralized processing facility and the operation of the distributed terminal and communications network.

FOREST RESOURCES GROUP

ONTARIO TREE IMPROVEMENT AND FOREST BIOMASS INSTITUTE

MNR 12

Maple LOJ 1E0
416-832-2761

The **Ontario Tree Improvement and Forest Biomass Institute (OTIFBI)** and the three research stations listed below conduct **research** aimed at improving the management and the trees of Ontario's **forests**. The tree improvement emphasis is on faster growing **trees** with improved wood characteristics of such commercial genera as poplar, pine and spruce. Forest management research is concerned with the treatment of the forest ecosystem and the production of trees to replenish the forests.

OTIFBI
Midhurst L0L 1X0
705-737-5510

OTIFBI
P.O. Box 490
Sault Ste. Marie P6A 5M7
705-949-9461

OTIFBI
P.O. Box 2960
Thunder Bay P7B 5G5
807-767-1607

FOREST RESOURCES BRANCH

MNR 13

Whitney Block, Rm. 3646
99 Wellesley St. W.
Queen's Park, Toronto M7A 1W3
416-965-2787

The branch develops policy, sets field program targets, provides specialized services to the field staff, audits field staff performance and develops standards for **forest** practice in Ontario. The branch also develops **silvicultural** guidelines, conducts **research** and development projects, coordinates the **tree seed program**, the distribution of **nursery** stock for **Crown** and private **lands** and administers grants mentioned below.

The branch provides specialized services to district offices for **pest control** nursery **soil** management, municipal **tree** cutting by-laws, assessment of silvicultural work, equipment development, **Woodlands Improvement Act** agreements and special funding programs.

The branch works with this Ministry and with other ministries to develop multiple use management policies aimed at providing a contribution to the economy by the forest based industries, consistent with sound environmental practices and with providing for other uses of the forest.

In carrying out branch policy, field offices manage Crown forests to ensure regeneration, improve quality and growth and to protect them from **fire**, **insects** and **disease**. They advise private landowners on tree planting, tending **woodlots** and marketing **timber** and provide them with direct forestry assistance under the Woodlands Improvement Act. They provide **grants** to municipalities for land acquisition, the lands to be managed by the Ministry. Field offices hold field days for the public on growing trees, **maple syrup** production and forest management. Through a cooperative arrangement with the Ministry of Intergovernmental Affairs, annual grants are made to private forest owners to reduce **property tax** on their managed forests.

The delivery of Forest Resources programs is the responsibility of the district offices and any inquiries should be directed to the nearest district office, listed under this Ministry's Field Organization entries.

CHIEF FOREST ECONOMIST
99 Wellesley St. W.
Whitney Block, Rm. 3627
Queen's Park, Toronto M7A 1W3
416-965-2785

MNR 14

The Chief Forest Economist develops **forest** policy directions. He advises on financial and economic implications of current and proposed policy matters and ensures the consideration of socio-economic and financial matters in forest management practices.

TIMBER SALES BRANCH

MNR 15

Whitney Block, Rm. 3612
 99 Wellesley St. W.
 Queen's Park, Toronto M7A 1W3
 416-965-3948

Timber Sales Branch is responsible for the management of Ontario's **Crown land forests** and the disposition of its Crown **timber** resource. Activities include forest resources inventory (965-6914); forest management planning (965-7631); **forest industry** development (965-5760); Crown timber allocation and licensing (965-2731), i.e., **licences** to cut Crown timber and licences to forest industry mills, and the measurement or scaling of timber cut from Crown lands, i.e., **Scaler's Licences** (965-0378). For information contact the above telephone numbers or any regional or district office listed under this Ministry's Field Organization entries.

LANDS AND WATERS GROUP**CONSERVATION AUTHORITIES AND WATER
MANAGEMENT BRANCH**

MNR 16

Whitney Block, Rm. 5620
 99 Wellesley St. W.
 Queen's Park, Toronto M7A 1W3
 416-965-6283

The branch encourages the **conservation**, development and utilization of **water** and related **land** resources by providing policy, procedural guidelines, funding, management and planning direction to 38 Conservation Authorities.

The Conservation Authorities are autonomous, corporate bodies established under the **Conservation Authorities Act** to further the conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals.

Through the branch, **grants** are provided to Conservation Authorities to support resource management projects, e.g., **watershed** planning, flood control works such as **dams** and other non-structural types, **erosion** control projects and conservation and **recreation** land management (**reforestation woodlot**, **fish** and **wildlife** management).

The branch also administers the **Lakes and Rivers Improvement Act** which regulates construction and operation of dams and diversions. In addition, special engineering, water management, **shoreline** management and **hydrologic research** studies to control flooding and erosion are carried out. The branch also operates a **library**. Response to **flood emergencies** is a joint effort by a number of entities including the municipality concerned, the conservation authorities, the Ministry of Natural Resources' district offices and the police. To report an emergency arising from floods, telephone the municipality in which flooding occurs. In areas outside municipalities, call the nearest district office of the Ministry of Natural Resources. For their telephone numbers reference should be made to the blue pages of the area telephone directories.

The branch deals with the Conservation Authorities (CAs) through six Ministry of Natural Resources regional offices. These offices and the Authorities for which they are responsible, follow:

CENTRAL REGION

Regional Office

10670 Yonge St.

Richmond Hill L4C 3C9

416-883-3267

Niagara Peninsular CA

Centre St.

Allanburg L0S 1A0

416-227-1013

Hamilton Region CA

Box 7099, 838 Mineral Springs Rd.

Ancaster L9G 3L3

416-525-2181

Nottawasaga Valley CA

R. R. 1

Angus L0M 1B0

705-424-1479

Grand River CA

Box 729, 400 Clyde Rd.

Cambridge N1R 5W6

519-621-2761

Kawartha Region CA

Box 819

Fenelon Falls K0M 1N0

705-887-3112

Credit Valley CA

Meadowvale L0J 1K0

416-451-1615

Halton Region CA

310 Main St.

Milton L9T 1P4

416-878-4131

Lake Simcoe Region CA

Box 282, 120 Bayview Ave.

Newmarket L3Y 4X1

416-895-1281

Metropolitan Toronto & Region CA

5 Shoreham Dr.

North York M3N 1S4

416-661-6600

Otonabee Region CA

727 Lansdowne St. W.

Peterborough K9J 1Z2

705-745-5791

Ganaraska Region CA

Box 328, 56 Queen St.

Port Hope L1A 3W4

416-885-8173

Central Lake Ontario CA

100 Whiting Ave.

Oshawa L1H 3T3

416-579-0411

EASTERN REGION

Regional Office

Government Bldg.

Van Buren St.

Kemptville K0G 1J0

613-258-3413

Moir River CA

Box 698

Belleville K8P 3C3

613-968-3434

South Nation River CA

Box 69

Berwick K0C 1G0

613-984-2400

Mississippi Valley CA

Box 268

Lanark K0S 1K0

613-259-2421

Catarqui Region CA

R. R. 1

Glenburnie K0H 1S0

613-546-4228

Rideau Valley CA

Box 599, Mill St.

Manotick K0A 2N0

613-692-3571

Crowe Valley CA
Box 416
Marmora K0K 2M0
613-472-3137

Raisin Region CA
Box 10
Martintown K0C 1S0
613-528-4584

Napanee Region CA
25 Ontario St. W.
Napanee K7R 3S6
613-354-3312

Prince Edward Region CA
Box 310
Picton K0K 2T0
613-476-7408

Lower Trent Region CA
441 Front St.
Trenton K8V 6C1
613-394-4829

NORTH CENTRAL REGION

Regional Office
435 James St. S.
Box 5000
Thunder Bay 'F' P7C 5G6
807-475-1261

Lakehead Region CA
Box 3476
1136 Oliver Rd.
Thunder Bay P7B 5J9
807-344-5857/8/9/50

NORTHEASTERN REGION

Regional Office
Ontario Government Bldgs.
199 Larch St.
Sudbury P3E 5P9
705-675-4104

North Bay - Mattawa CA
Box 1215
North Bay P1B 8K4
705-474-5420

Sault Ste. Marie Region CA
99 Foster Dr., Civic Centre
Sault Ste. Marie P6A 5X6
705-759-5342

Nickel District CA
200 Brady St.
Sudbury P3E 5K3
705-674-5249

NORTHERN REGION

Mattagami Region CA
133 Cedar St. S.
Timmins P4N 2G9
705-264-5309

Regional Sub-Office
60 Wilson Ave.
Timmins P4N 2S7
705-267-1401

SOUTHWESTERN REGION

Regional Office
Box 5463, 659 Exeter Rd.
London N6A 4L6
519-681-5350

Catfish Creek CA
R. R. 5
Aylmer N5H 2R4
519-773-9605

Lower Thames Valley CA
100 Thames St.
Chatham N7L 2Y8
519-354-7310

Essex Region CA
360 Fairview Ave. W.
Essex N8M 1Y6
519-776-5209

Ausable Bayfield CA

Box 2410

Exeter N0M 1S0

519-235-2610

Saugeen Valley CA

R. R. 1

Hanover N4N 3B8

519-364-1255

Upper Thames River CA

Box 6278, Station 'D'

London N5W 5S1

519-451-2800

Grey Sauble CA

R. R. 4, Inglis Falls Rd.

Owen Sound N4K 5N6

519-376-3076

Kettle Creek CA

R. R. 8

St. Thomas N5P 3T3

519-631-1270

Long Point Region CA

Box 525

Simcoe N3Y 4N5

519-426-4623

St. Clair Region CA

205 Mill Pond Cres.

Strathroy N7G 3P9

519-245-3710

Maitland Valley CA

Box 127

Wroxeter N0G 2X0

519-335-3557 (Gorrie)

LAND MANAGEMENT BRANCH

ACCESS ROADS SECTION

Whitney Block, Rm. 6646

99 Wellesley St. W.

Queen's Park, Toronto M7A 1W3

416-965-5735

MNR 17

The section's activities involve the construction and maintenance of access roads and bridges to facilitate the management and utilization of the Province's natural resources on Crown lands. The section is responsible for coordination of the access roads component of various programs such as **Canada Ontario Forest Resource Development Agreement (COFRDA)** and **Northern Ontario Resources Transportation Committee (NORTC)**. The statute which pertains most to resource access is the **Public Lands Act (Part II)**. For information about a specific road, contact the regional and district offices listed under the Ministry's Field Organization entries.

LAND MANAGEMENT BRANCH

PUBLIC LANDS SECTION

Whitney Block, Rm. 6603

99 Wellesley St. W.

Queen's Park, Toronto M7A 1W3

416-965-2743

MNR 18

The Public Lands Section administers the **Public Lands Act** which is the statutory authority for managing and disposing of rights in **Crown (public) lands** and the **Beds of Navigable Waters Act**.

Public land management involves the custodianship and protection of the 84 per cent of Ontario that is Crown land outside of provincial parks. It controls land uses and users (e.g., use as cottage lots; shoreline use such as installation of docks and boathouses; commercial, residential and agricultural use) and protects land from adverse claims, littering

and abuse. In **unorganized territories**, it provides public garbage disposal facilities and controls development on private lands.

Public land disposition is the granting of rights in Crown land to individuals or corporations for purposes such as cottaging, farming or for commercial or industrial uses, e.g., **water** power. These dispositions are based upon market value as determined by **appraisal**. Crown land needs of other ministries and governments are met through transfer of administration and control of the required sites.

A planning process precedes disposition of Crown lands. For example, **lake** planning is done before **cottage** lots are selected and developed. Public land may be granted for short terms (by various types of leasehold) or permanently (by freehold grant).

When the Ministry requires private land, such lands may be purchased under the **Land Acquisition Program**. This program ensures the orderly purchase of **lands** required for various Ministry functions. It assists in setting acquisition priorities, oversees and approves each purchase and maintains a computerized **statistical** control and data bank of all acquisition proposals. It also provides technical real estate related assistance, analysis and studies for the various branches and levels of the Ministry, as well as other related outside (public and private) agencies.

The section gives direction to the 8 regions and 47 districts which comprise the Ministry's field organization and also advises the Minister and senior management on land-related matters.

LAND MANAGEMENT BRANCH

MNR 19

FUEL MINERALS SECTION

Whitney Block, Rm. 6641

99 Wellesley St. W.

Queen's Park, Toronto M7A 1W3

416-963-1882

Fuel Minerals Section recommends appropriate policies and legislation to encourage development of indigenous **energy** resources such as oil and gas, peat, lignite and oil shales; underground gas storage, hydrocarbon product storage and salt solution mining.

These resources are mostly found in Southern Ontario and the operational, **geological** engineering and inspection services are performed by the Southwestern Regional Office in London and by the laboratory, computer and research facilities.

SOUTHWESTERN REGION

Regional Office

Petroleum Resources

659 Exeter Rd.

London N6A 4L6

519-661-2766

LAND MANAGEMENT BRANCH
AGGREGATE RESOURCES SECTION

MNR 20

Whitney Block, Rm. 4646

99 Wellesley St. W.

Queen's Park, Toronto M7A 1W3

416-965-3127

Aggregate Resources Section is responsible for the management of **aggregate** resources throughout Ontario, within the Ministry's framework of regional and district offices. There are over 2600 licenced operations and over 200 wayside operations under the **Pits and Quarries Control Act (P.Q.C.A.)**, located predominantly in southern Ontario, which extract sand, gravel, clay, stone and other non-metallic **minerals** for industrial and construction use. In addition, there are over 2000 pits in northern Ontario, mainly on Crown Land, administered under the **Mining Act** and the **Beach Protection Act**. This section administers these Acts, through public and agency review and liaison, for the mutual benefit of all interested parties.

Administration of these Acts is carried out through resource planning, policy formulation and implementation, the development of legislation, the Provincial Mineral Aggregate Resource Policy Statement, research studies, and providing interpretative advice on the Acts and their Regulations, as technical support to field staff.

Pits and Quarries Inspectors are designated Ministry personnel assigned to field offices where the P.Q.C.A. is administered and they are responsible for enforcing the Act and its Regulations. Site inspections are routinely performed on all licenced and wayside operations from our District offices.

LAND MANAGEMENT BRANCH
TITLES SECTION

MNR 21

Whitney Block, Rm. 6645

99 Wellesley St. W.

Queen's Park, Toronto M7A 1W3

416-965-1319

The **Titles** Section issues Crown leases, **land patents** (Crown patents) and **licences** of occupation. It can give information (from the **Domesday Book**) on land that was formerly **Crown land**. It maintains acreage **tax** rolls and carries out forfeiture process for patented **mining** lands. All of this data is available at the main office. The branch places **liens** in conjunction with inactive mine hazards. For information contact the regional and district offices listed under this Ministry's Field Organization entries.

OFFICE OF INDIAN RESOURCE POLICY

MNR 22

Whitney Block, Rm. 6527

99 Wellesley St. W.

Queen's Park, Toronto M7A 1W3

416-965-6045

The office researches and responds to specific Indian land claims and other related natural resource issues in Ontario. It keeps the Ministry aware of the possible extent of future **land** claims; develops Ministry positions, prepares recommendations to Cabinet and does **research** in consultation with other ministries, the federal government, **Indian Band Councils** and **Native peoples** associations. On the direction of Cabinet, the office negotiates the settlement of valid land claims in Ontario with the Indian people involved and

coordinates and/or initiates Ministry policy development that has a significant impact on Native peoples (i.e., wild rice, **hunting and fishing treaty rights, aboriginal rights, Crown land allocation**, etc.).

SURVEYS AND MAPPING BRANCH

MNR 23

Whitney Block, Rm. 3448

99 Wellesley St. W.

Queen's Park, Toronto M7A 1W3

416-965-6225

The Surveys and Mapping Branch provides information about the Ontario land mass in graphical and computerized form. It establishes standards and furnishes services in geodetic and cadastral surveys, topographic mapping, cartography, geographic information, satellite and airborne remote sensing, digital mapping technology and geographic nomenclature. Branch programs are described individually under the Surveys and Mapping Branch entries that follow. Maps are distributed by the Ministry's Public Information Centre, Communications Services Branch (965-6511). District offices, listed under this Ministry's Field Organization entries, can provide information.

SURVEYS AND MAPPING BRANCH

MNR 24

GEOGRAPHICAL INFORMATION SERVICES

Whitney Block, Rm. 3425

99 Wellesley St. W.

Queen's Park, Toronto M7A 1W3

416-965-4538

Geographical Information Services (GIS) undertakes research and development of geographical concepts and standards, prototype development of digital municipal and resource information systems and a provincial **digital topographic data base**; publishes specifications for digital mapping and conducts pilot projects for **Geographic Information Systems** applications.

SURVEYS AND MAPPING BRANCH

MNR 25

SURVEYOR GENERAL

Whitney Block, 3rd Flr.

99 Wellesley St. W.

Queen's Park, Toronto M7A 1W3

416-965-2714

The office of the Surveyor General provides for the administration of the **Surveys Act, Surveyors Act** and **Ontario Geographic Names Board Act** and regulations and for the management of surveying services; coordinates policy, priorities and development of programs in drafting services, geodetic services, geographic names and legal **survey** activities.

Drafting Services (965-1823) offers support drafting service to Ministry programs including the production and maintenance of maps for land status.

Geodetic Services (965-3005) develops and publishes standards, guidelines and specifications for the performance of horizontal, vertical and three-dimensional surveys by surveyors; collects horizontal and vertical control survey network data for storage in the provincial horizontal control data bank (**COSINE**) maintains multi-purpose control survey adjustment and analysis programs (**MANOR**) (**MANOR V**); installs precise calibration

base lines. Under the Surveys Act, **financial assistance** of 50 per cent or a maximum of \$20,000 in any one year is provided to **municipalities** undertaking to coordinate control surveys.

Geographic Names (965-6515) coordinates toponymic and geographic name investigation, research and policy development affecting treatment of geographic nomenclature in Ontario; maintains index of geographical and place names, provides toponymic service to and undertakes investigations affecting geographical names for the Canadian Permanent Committee on Geographic Names, ministries, agencies, municipalities, the public etc.; provides administrative support to the Ontario Geographic Names Board; publishes principles for geographic naming.

Survey Services (965-2714) examines plans of survey of Crown Land and mining land for alienation by lease, licence or letters patent; prepares descriptions for patent, lease, licence, Order in Council and regulations; maintains custody of plans and field notes of original Crown surveys, (a **library** at Room 3422, Whitney Block, Queen's Park, is open to the public) and provides expertise on their interpretation; prepares instructions to surveyors to make municipal and Crown resurveys under the Surveys Act and arranges public hearings for confirmation of the survey; maintains provincial boundaries; administers agreements for the performance of coordinate control surveys and undertakes legal surveys for the Ministry. Under the Surveys Act, financial assistance of 25 per cent or a maximum of \$10,000 per survey in any one year is provided to municipalities undertaking a municipal survey.

SURVEYS AND MAPPING BRANCH

MNR 26

MAPPING SERVICES

Whitney Block, Rm. 4625

99 Wellesley St. W.

Queen's Park, Toronto M7A 1W3

416-965-4941

Surveys and Mapping Branch, Mapping Services, provides information and liaison on Government mapping programs and services. It coordinates policy and priorities for ministry wide cartographic services and government wide Ontario Basic Mapping programs.

The Basic Mapping Section (965-1208) operates the government-wide **Ontario Basic Mapping (OBM)** program designed to provide a common base for **geographical referenced** topographic information. It handles contracts with industry for conventional and digital topographic mapping and with municipalities for urban topographic mapping.

The Cartography Section (965-4743) prepares the ministry's coloured thematic **maps** including territorial, **parks, hunting and fishing** maps, coloured brochures and graphics, Ontario's **electoral district** maps and **geological** maps for the Ontario Geological Survey.

SURVEYS AND MAPPING BRANCH

MNR 27

REMOTE SENSING

880 Bay St., 3rd Flr.

Toronto M5S 1Z8

416-965-8411

The **Ontario Centre for Remote Sensing (OCRS)** conducts applied **research** projects and thematic mapping programs related to such fields as forestry, geology and land use planning, through the analysis of airborne and spaceborne **remote sensing** data (e.g., aerial

photography, thermography and radar data and satellite multispectral imagery). OCRS headquarters maintains a collection of **LANDSAT satellite imagery** for Ontario and a literature **library**, both of which may be used by the public. Under a comprehensive technology transfer program, the centre offers information on remote sensing and consultation on remote sensing research or application projects to government organizations, private companies and universities/colleges. The centre also subcontracts to Ontario companies to conduct remote sensing application projects in Canada and abroad. Remote sensing training courses are given to provide 'hands-on' experience in the use of a range of remote sensing data. Guest lecturers and other forms of assistance in the teaching of remote sensing are provided to universities.

OUTDOOR RECREATION GROUP

LAW ENFORCEMENT OFFICE

MNR 28

Whitney Block, Rm. 2342

99 Wellesley St. W.

Queen's Park, Toronto M7A 1W3

416-965-5661

Located in the Executive Coordinator's office of the Outdoor Recreation Group, the Law Enforcement Office provides assistance and advice to field offices on various law enforcement matters. It is responsible for the development and coordination of all law enforcement training courses and controls all special investigations.

NATURAL RESOURCES LIBRARY

MNR 29

99 Wellesley St. W.

Whitney Block, 4th Flr.

Queen's Park, Toronto M7A 1W3

416-965-6319

The Natural Resources Library at Queen's Park and the **Research Library** in Maple (416-832-2761) are part of the Outdoor Recreation Group, and hold material related to renewable resources. They serve Ministry staff, other libraries and members of the public working on special projects concerning those resources for which material is not available elsewhere. The public may use material for reference only and by appointment. The library operates the Ministry **reading room** to provide public access to manuals and internal procedures used by the Ministry.

OFFICE OF RECREATIONAL BOATING

MNR 30

Whitney Block, Rm. 2364

99 Wellesley St. W.

Queen's Park, Toronto M7A 1W3

416-965-7885

The Office of Recreational Boating is part of the Outdoor **Recreation** Group. It acts as a source of **information** for the general public on all aspects of recreational boating from **safety** courses to boat **licensing** and regulations.

The **Boating Ontario Advisory Team (BOAT)**, an interministerial committee, assesses the need for recreational boating facilities and assists municipalities and the private sector in making submissions for provincial assistance. The Office also acts as liaison between the government and marina operators, boat and boat equipment manufacturers, boating organizations and organizations teaching boating safety.

FISHERIES BRANCH

MNR 31

Whitney Block, 2nd Flr.
99 Wellesley St. W.
Queen's Park, Toronto M7A 1W3
416-965-7883

Fisheries Branch coordinates **fisheries** regulations across the Province through preparation, interpretation and legislation. The main office provides support and guidance to regional and district offices by providing: expertise in biology, sociology, economics, computerized data, legislation and administration as it relates to fisheries management; special services such as program evaluation, priority setting and policy formulation; planning, programming and auditing provincial **fish** culture operations to meet the need for resource management and recreational fishing. It also assigns production targets and distribution schedules for provincial hatcheries and develops and implements the policy that affects fish habitat and its management.

Regional offices are responsible for coordinating and implementing ministry programs assigned to that region which are to be delivered through the Ministry field organization. The offices set regional priorities and allocate resources in accordance with approved policies and programs and provide support services and management information for the districts.

District offices are responsible for fisheries program delivery and the enforcement of legislation. They recommend changes in policies, programs or standards. The district offices provide information on hatcheries and sanctuaries, farm ponds, **permits** and special **licences**, **fishing** conditions and regulations, open seasons, fish identification and conservation. For a listing of regional and district offices, fish assessment units and fish culture centres, see this Ministry's Field Organization entries. The Fisheries Research Stations are also listed there under Year Round Work Centres.

PROVINCIAL PARKS AND RECREATIONAL
AREAS BRANCH

MNR 32

Whitney Block, 3rd Flr.
99 Wellesley St. W.
Queen's Park, Toronto M7A 1W3
416-965-2745

Provincial Parks and Recreational Areas Branch is responsible for the planning and management of **provincial parks and recreational** areas (canoe routes, **water** access points and trails). It ensures that parks planning and development is coordinated with the efforts of other public agencies (federal, provincial and municipal) and the private sector. It offers **financial assistance** to municipalities for the establishment of parks. Provincial parks information and **films** can be obtained from the Ministry's regional and district offices or by writing to this branch. In Toronto call 965-3081 for parks information and 963-2992 for park vacancy reports in the summer. Residents outside a district office's local calling area can consult the blue pages of their public telephone directory for the toll-free number.

Listed alphabetically below are provincial parks and the corresponding district offices and telephone numbers. See this Ministry's Field Organization entries for the full addresses of the regional and district offices.

Aaron
807-223-3341
(Dryden District)

Algonquin
705-633-5572
(Algonquin Park District)

Antoine
705-474-5550
(North Bay District)

Arrowhead
705-645-8747
(Bracebridge District)

Awenda
705-728-2900
(Huron District)

Balsam Lake
705-324-6121
(Lindsay District)

Bass Lake
705-728-2900
(Huron District)

Batchawana
705-949-1231
(Sault Ste. Marie District)

Blue Lake
807-223-3341
(Dryden District)

Bon Echo
613-354-2173
(Napanee District)

Bonnechere
613-732-3661
(Pembroke District)

Bronte Creek
519-658-9356
(Cambridge District)

Caliper Lake
807-274-5337
(Fort Frances District)

Carillon
613-257-5735
(Carleton Place District)

Carson Lake
613-732-3661
(Pembroke District)

Charleston Lake
613-354-2173
(Napanee District)

Chutes
705-869-1330
(Esplanora District)

Craigleith
519-376-3860
(Owen Sound District)

Cyprus Lake
519-376-3860
(Owen Sound District)

Darlington
705-324-6121
(Lindsay District)

Devil's Glen
705-728-2900
(Huron District)

Driftwood
613-732-3661
(Pembroke District)

Earl Rowe
705-728-2900
(Huron District)

Emily
705-324-6121
(Lindsay District)

Esker Lakes
705-642-3222
(Kirkland Lake District)

Fairbank
705-522-7823
(Sudbury District)

Fathom Five
519-376-3860
(Owen Sound District)

Ferris
613-354-2173
(Napanee District)

Finlayson Point
705-569-3622
(Temagami District)

Fitzroy
613-836-1237
(Carleton Place)

Frontenac Park
613-354-2173
(Napanee District)

Fushimi Lake
705-362-4346
(Hearst District)

Greenwater
705-272-4365
(Cochrane District)

Grundy Lake
705-746-4201
(Parry Sound District)

Halfway Lake
705-522-7823
(Sudbury District)

Inverhuron
519-376-3860
(Owen Sound District)

Ipperwash
519-357-3131
(Wingham District)

Iroquois Beach
519-773-9241
(Aylmer District)

Ivanhoe Lake
705-864-1710
(Chapleau District)

John E. Pearce
519-773-9241
(Aylmer District)

Kakabeka Falls
807-475-1511
(Thunder Bay District)

Kap-Kig-Iwan
705-642-3222
(Kirkland Lake District)

Kettle Lakes
705-267-7951
(Timmins District)

Killarney
705-522-7823
(Sudbury District)

Killbear
705-746-4201
(Parry Sound District)

Klotz Lake
807-854-1030
(Geraldton District)

Lake Nipigon
807-887-2120
(Nipigon District)

Lake of the Woods
807-274-5337
(Fort Frances District)

Lake on the Mountain

613-354-2173

(Napanee District)

Lake St. Peter

613-332-3940

(Bancroft District)

Lake Superior

705-856-2396

(Wawa District)

Lady Evelyn Smoothwater

705-569-3622

(Temagami District)

Long Point

519-426-7650

(Simcoe District)

MacGregor Point

519-376-3860

(Owen Sound District)

MacLeod

807-854-1030

(Geraldton District)

Mara

705-728-2900

(Huron District)

Mark S. Burnham

705-324-6121

(Lindsay District)

Marten River

705-474-5550

(North Bay District)

Mattawa River

705-474-5550

(North Bay District)

McRae Point

705-728-2900

(Huron District)

Middle Falls

807-475-1511

(Thunder Bay District)

Mikisew

705-645-8747

(Bracebridge District)

Missinaibi Lake

705-864-1710

(Chapleau District)

Mississagi

705-356-2234

(Blind River District)

Murphys Point Park

613-257-5735

(Carleton Place)

Nagagamisis

705-362-4346

(Hearst District)

Neys

807-825-3205

(Terrace Bay District)

North Beach

613-354-2173

(Napanee District)

Oastler Lake

705-746-4201

(Parry Sound District)

Obatanga

705-856-2396

(Wawa District)

Ojibway

807-737-1140

(Sioux Lookout District)

Ojibway Prairie Nature Reserve

519-354-7340

(Chatham District)

Ouimet Canyon

807-475-1511

(Thunder Bay District)

Pakwash

807-727-2253

(Red Lake District)

Pancake Bay

705-949-1231

(Sault Ste. Marie District)

Peters Woods Nature Reserve

705-324-6121

(Lindsay District)

Petroglyphs

613-332-3940

(Bancroft District)

The Pinery

519-357-3131

(Wingham District)

Point Farms

519-357-3131

(Wingham District)

Polar Bear

705-336-2987

(Moosonee District)

Port Bruce

519-773-9241

(Aylmer District)

Presqu'île

613-354-2173

(Napanee District)

Quetico

807-597-6971

(Atikokan District)

Rainbow Falls

807-825-3205

(Terrace Bay District)

Rene Brunelle

705-335-6191

(Kapuskasing District)

Restoule

705-474-5550

(North Bay District)

Rideau River

613-257-5735

(Carleton Place)

Rock Point

416-892-2656

(Niagara District)

Rondeau

519-354-7340

(Chatham District)

Rushing River

807-468-9841

(Kenora District)

Samuel de Champlain

705-474-5550

(North Bay District)

Sandbanks

613-354-2173

(Napanee District)

Sandbar Lake

807-934-2233

(Ignace District)

Sauble Falls

519-376-3860

(Owen Sound District)

Selkirk

519-426-7650

(Simcoe District)

Serpent Mounds

705-324-6121

(Lindsay District)

Sharbot Lake
613-257-5735
(Carleton Place District)

Sibbald Point
416-832-2761
(Maple District)

Sibley
807-475-1511
(Thunder Bay District)

Silent Lake
613-332-3940
(Bancroft District)

Silver Lake
613-257-5735
(Carleton Place)

Sioux Narrows
807-468-9841
(Kenora District)

Six Mile Lake
705-728-2900
(Huron District)

Springwater
705-728-2900
(Huron District)

Sturgeon Bay
705-746-4201
(Parry Sound District)

The Shoals
705-864-1710
(Chapleau District)

Tidewater
705-336-2987
(Moosonee District)

Trillium Woods Nature Reserve
519-773-9241
(Aylmer)

Turkey Point
519-426-7650
(Simcoe District)

Wakami Lake
705-864-1710
(Chapleau District)

Wasaga Beach
705-728-2900
(Huron District)

Wheatley
519-354-7340
(Chatham District)

White Lake
705-856-2396
(Wawa District)

Winisk Park
807-854-1030
(Geraldton District)

Windy Lake
705-522-7823
(Sudbury District)

PROVINCIAL PARKS COUNCIL

Mr. Lloyd Burrige, Chairman
2450 McDougall St.
Windsor, Ontario N8X 3N6
519-255-6731

MNR 33

The Council, a Citizen's Advisory Committee, advises the Minister of Natural Resources on policy, planning and development of Ontario provincial **parks** in relation to changing public needs. The Chairman of the Council may be contacted at the above address. The Coordinator, who is responsible for Ministry of Natural Resources involvement with the Council, is located at the Parks and Recreational Areas Branch at the following address:

Whitney Block, Rm. 3328
Queen's Park, Toronto M7A 1W3
416-965-2745

WILDLIFE BRANCH
Whitney Block, 2nd Flr.
99 Wellesley St. W.
Queen's Park, Toronto M7A 1W3
416-965-4252

MNR 3

In accordance with the Game and Fish Act and the Endangered Species Act, Wildlife Branch manages Ontario's **wildlife** resource programs including habitat; develops and recommends wildlife programs to manage wildlife, including **moose, deer, bear, upland game, waterfowl, furbearers**, non-game and **endangered species**, and all flora and fauna excluding fish. It measures hunter participation and harvest and develops **hunting** seasons. The Research Section at Maple conducts **research** on wildlife ecology, diseases and species and animal behaviour.

Wildlife Research
Ministry of Natural Resources
10401 Dufferin St.
Maple L0J 1E0
416-832-2761

The Program Development Section develops policy and management programs for wildlife species and coordinates wildlife management efforts provincially. Staff maintain liaison with other provinces, the federal government, and other countries to manage species of national or international significance.

The Central Wildlife Services Section coordinates regulatory and statutory recommendations; issues **Convention on International Trade and Endangered Species (CITES) export** permits; the provincial **fur** management program, including the **trapper education** program (965-3345) and the hunter education program (965-7642); **certifies** hunter education instructors and coordinates training courses for Ministry hunting licence examiners. **Wildlife Surveys and Records** (965-8945) verifies lost hunting **licences** and hunter examination certificates and carries out surveys of hunters and public interest in wildlife.

Wildlife Extension Development Section administers the **Community Wildlife Involvement Program**; provides education and information services on other branch programs; maintains liaison with user and special interest groups; monitors land use patterns; works with landowners to facilitate private land management for wildlife and interprets wildlife management and use to the public.

Wildlife staff members are located in Ministry district offices throughout the Province to provide local services such as: wildlife law enforcement; advice on nuisance wildlife control; licensing of trappers, hunter education instructors, hunters and other persons who require permits for activities involving wildlife; information on hunting and other wildlife-based recreational opportunities in the areas for which they are responsible. District offices are listed under Ministry of Natural Resources, Field Organization.

Wildlife Branch publications, which are available from the Public Information Centre, 1st Floor, Whitney Block (965-4251) and district offices, include hunter education and reference manuals, hunting and **trapping** regulations, wildlife management, beaver, deer

and moose management, Ontario **turtles**, wolves and coyotes, vegetation management for wildlife and **ducks** or waterfowl identification.

FIELD ORGANIZATION

FIELD ORGANIZATION

MNR 35

The Ministry of Natural Resources is organized functionally and geographically so that the operational decision-making is as close as possible to the program delivery level. For administrative purposes, Ontario is divided into eight regions and 47 districts. The district managers, regional directors and two field assistant deputy ministers serve the public and local area interests by implementing the Land Management, Outdoor Recreation and Forest Resources programs of the Ministry (separately described). These programs cover minerals management, fish and wildlife, forest management, public lands and waters, provincial parks and fuel and industrial minerals management.

The main thrust of program delivery is in the Ministry's district offices where the management and use of natural resources takes place with consideration for local requirements. District managers and staff are responsible for the preparation of local program strategies (e.g., land use planning) and for the integration of individual resource plans that are consistent with the district strategy. Each district manager is responsible to the appropriate regional director for all activities assigned to the district.

Each regional office is organized into functional units headed by specialists responsible for providing advice and support to the districts. In some instances, such as conservation authorities, engineering and administrative services, the regional office is also the delivery point for Ministry programs.

The principal role of the regional director and staff is to direct and coordinate the work of the districts by establishing regional priorities and allocating the appropriate resources; by establishing program standards and auditing to ensure that the standards are met; by developing training programs and ensuring that they are implemented and by providing specialized advice and support services. In addition, the regional director and staff recommend annual work plans to the Assistant Deputy Ministers and identify areas where policy is required or needs to be modified.

The two field assistant deputy ministers are responsible for program management, coordination of policy and delivery of services across Northern and Southern Ontario. They convey the opinions of field staff to the Deputy Minister through their membership on senior management committees.

For the locations of regional, district and other offices, see the following entries: Field Organization, Northern Ontario, and Field Organization, Southern Ontario.

ASSISTANT DEPUTY MINISTER - NORTHERN ONTARIO

FIELD ORGANIZATION

MNR 36

Ontario Government Bldg.
435 James St. S., P. O. Box 5000
Thunder Bay P7C 5G6
807-475-1271
(When in Toronto: Rm. 6346, Whitney Block
416-965-7783)

The four northern regional directors and the Aviation and Fire Management Centre director report to the Assistant Deputy Minister of Northern Ontario. Each regional office is listed below, followed by the district offices, year round work centres, **fisheries** assessment units and **nurseries** reporting to it. Residents outside an office's local calling area are advised to consult the blue pages of their public telephone directory for the toll-free telephone number.

NORTH CENTRAL REGION

Year Round Work Centres

Regional Office
Ontario Government Building
435 James St. S., P. O. Box 5000
Thunder Bay 'F' P7C 5G6
807-475-1261

Armstrong Satellite Base
P. O. Box 69
Armstrong P0T 1A0
807-583-2364
(Nipigon District)

District Offices

108 Saturn Ave.
Atikokan P0T 1C0
807-597-6971

*Fisheries Research
Productivity Unit*
Spruce River Rd., P. O. Box 2089
Thunder Bay P7B 5E7
807-683-6232

Box 640
Geraldton P0T 1M0
807-854-1030

Fisheries Research Walleye Unit
Ontario Government Bldg.
435 James St. S.
Thunder Bay P7C 5G6
807-475-1636

Box 970
Nipigon P0T 2J0
807-887-2120

Geraldton Fire Centre
P. O. Box 640
Geraldton P0T 1M0
807-854-1600

P. O. Box 280
Terrace Bay P0T 2W0
807-825-3205

Macdiarmid Satellite Base
P. O. Box 120
Beardmore P0T 1G0
807-885-5521
(Nipigon District)

Ontario Government Building
435 James St. S., P. O. Box 5000
Thunder Bay 'F' P7C 5G6
807-475-1511

Manitouwadge

Box 309

Manitouwadge P0T 2C0

807-826-3225

(Terrace Bay District)

Nakina Office

23 Kingsland

Nakina P0T 2H0

807-329-5251

(Geraldton District)

Northern Forest Research Unit

Dawson Rd., P. O. Box 2960

Thunder Bay P7B 5G5

807-767-1607

Nym Lake Base

Atikokan P0T 1C0

807-597-2734

(Atikokan District)

Regional Fire Centre

1580 W. Arthur St.

Thunder Bay P7C 5G6

807-475-1405

Shebandowan Headquarters

P. O. Box 43

Shebandowan P0T 2T0

807-926-2182

(Thunder Bay District)

Thunder Bay District Fire Centre

P. O. Box 5000

1580 W. Arthur St.

Thunder Bay P7C 5G6

807-475-1415

Thunder Bay Service Centre

P. O. Box 5000

1580 W. Arthur St.

Thunder Bay P7C 5G6

807-475-1645

Upsala Headquarters

Upsala P0T 2Y0

807-986-2339

(Thunder Bay District)

Fisheries Assessment Unit

Lake Superior

P. O. Box 5000

Thunder Bay P7C 5G6

807-475-1635

Fish Culture Station

Dorion

Dorion P0T 1K0

807-857-2322

(Thunder Bay Region)

Nurseries

Thunder Bay Nursery

Thunder Bay Forest Station

R. R. 1

Thunder Bay P7C 4T9

807-939-2561

NORTHEASTERN REGION

Regional Office

Provincial Government Bldg.

199 Larch St.

Sudbury P3E 5P9

705-675-4120

District Offices

62 Queen St., Box 190

Blind River P0R 1B0

705-356-2234

Box 1340

Espanola P0P 1C0

705-869-1330

Box 3070

North Bay P1B 8K7

705-474-5550

875 Queen St. E.

Sault Ste. Marie P6A 5L5

705-949-1231

P. O. Box 3500, Station 'A'
Sudbury P3A 4S2
705-522-7823

Box 38
Temagami P0H 2H0
705-569-3622

22 Mission Rd., Box 1160
Wawa P0S 1K0
705-856-2396

Year Round Work Centres

Cold Storage Warehouse
P. O. Box 1160, Hwy 101
Wawa P0S 1K0
705-856-7041

Kirkwood Office
P. O. Box 310
Thessalon P0R 1L0
705-842-2434
(Blind River District)

Operations Base
P. O. Box 1160, Mine Rd.
Wawa P0S 1K0
705-856-2396

Powassan
Box 208
Powassan P0H 1Z0
705-724-2007
(North Bay District)

Tarentorus Trout Rearing Station
875 Queen St. E., Box 130
Sault Ste. Marie P6A 5L5
705-253-8953

Fisheries Assessment Unit

Nipissing
P. O. Box 3070
North Bay P1B 8K7
705-474-5550

Fish Culture Stations

North Bay
R. R. 1
Redbridge P0H 2A0
705-663-2311

Sandfield
Box 10, R. R. 3
Manitoulin Island P0P 2C0
705-859-3370
(Espanola District)

Tarentorus
R. R. 4
Sault Ste. Marie P6A 5K9
705-253-8953

Nurseries

Kirkwood Nursery
Box 310
Thessalon P0R 1L0
705-842-2345

NORTHERN REGION

Regional Office
140 Fourth Ave., Box 3000
Cochrane P0L 1C0
705-272-4287

Regional Sub-Office
60 Wilson Ave.
Timmins P4N 2S7
705-267-1401

District Offices

34 Birch St., P. O. Box 450
Chapleau P0M 1K0
705-864-1710

2 Third Ave., Box 730
Cochrane P0L 1C0
705-272-4365

P. O. Box 129
Gogama P0M 1W0
705-894-2000

631 Front St. Box 670
Hearst P0L 1N0
 705-362-4346

6 Government Rd.
Kapuskasing P5N 2W4
 705-335-6191

Box 129
Swastika P0K 1T0
 705-642-3222
 (Kirkland Lake District)

Resident Geologist
 4 Government Rd. E.
Kirkland Lake P2N 1A2
 705-567-5242

Box 190
Moosonee P0L 1Y0
 705-336-2987

896 Riverside Dr.
Timmins P4N 3W2
 705-267-7951

Year Round Work Centres

Regional Service Centre
 R. R. 2
Timmins P4N 7C3
 705-268-2600

Elk Lake Sub-Office
 P. O. Box 100
Elk Lake P0K 1J0
 705-678-2241

Englehart Sub-Office
 P. O. Box 520
Englehart P0J 1H0
 705-544-2331

Hornepayne
 P. O. Box 429
Hornepayne P0M 1Z0
 807-868-2303
 (Hearst District)

Matheson Sub-Office
 P. O. Box 609
Matheson P0K 1N0
 705-273-2546
 (Kirkland Lake District)

Fish Culture Station

Hills Lake
 R. R. 2
Englehart P0J 1H0
 705-544-2834
 (Kirkland Lake District)

Nurseries

Chapleau Nursery
 34 Birch St., P. O. Box 450
Chapleau P0M 1K0
 705-864-1717

Gogama Nursery
Gogama P0M 1W0
 705-894-2000

Swastika Nursery
 P. O. Box 129
Swastika P0K 1T0
 705-567-3372

NORTHWESTERN REGION

Regional Office
 810 Robertson St.
 Box 5160
Kenora P9N 3X9
 807-468-3111

District Offices

Box 730
Dryden P8N 2Z4
 807-223-3341

922 Scott St.
Fort Frances P9A 1J4
 807-274-5337

Box 448
Ignace P0T 1T0
807-934-2233

Box 5080
Kenora P9N 3X9
807-468-9841

Box 5003
Red Lake P0V 2M0
807-727-2253

Resident Geologist
Box 860
Red Lake P0V 2M0
807-727-2252

Mining Recorder
P. O. Box 324
Red Lake P0V 2M0
807-727-2250

Box 309
Sioux Lookout P0V 2T0
807-737-1140

Resident Geologist
Box 1089
Sioux Lookout P0V 2T0
807-737-1291

Mining Recorder
P. O. Box 669
Sioux Lookout P0V 2T0
807-737-2100

AVIATION AND FIRE MANAGEMENT CENTRE
747 Queen St. E., P. O. Box 310
Sault Ste. Marie P6A 5L8
705-942-1800

The Centre coordinates the operation and maintenance of the provincial fleet of **aircraft** for **forest fire** suppression, resources management, aerial **surveys**, aerial **photography**, mercy flights, search and rescue missions, and transportation. It organizes fire management planning. In company with the regions, it coordinates provincial fire management operations, **research** and development of forest fire equipment and systems, forest fire fighter training, and a provincial fire prevention program. It establishes interprovincial and international agreements and cooperates with municipalities, railway and forest industries on forest fire prevention and control. The Centre manages a provincial

Year Round Work Centres

Fort Frances Sub-Office
P. O. Box 7
Rainy River P0W 1L0
807-852-3801
(Fort Frances District)

Pickle Lake Satellite Base
Pickle Lake P0V 3A0
807-928-2470
(Sioux Lookout District)

Fire Management Centre
P. O. Box 850
Dryden P8N 2Z5
807-937-4489

Sioux Lookout Fire Centre
Box 309
Sioux Lookout P0V 2T0
807-737-1140

Fisheries Assessment Unit

Lake of the Woods
808 Robertson St.
P. O. Box 5080
Kenora P9N 3X9
807-468-9841

Nursery

Wabigoon Nursery
P. O. Box 90
Wabigoon P0V 2W0
807-938-6326

MNR 37

telecommunications network consisting of radio systems serving all of the major ministry programs including forest fire control and aircraft communications. It organizes research and development of telecommunications equipment and systems. Each regional office has an aviation and fire management program manager working in conjunction with this office. The centre has a flight operations office in Malton (P. O. Box 189, Mississauga L4T 3B6, 416-678-1173).

ASSISTANT DEPUTY MINISTER - SOUTHERN ONTARIO

FIELD ORGANIZATION

MNR 38

Maple L0J 1E0

416-832-7193

(When in Toronto: Rm. 6346, Whitney Block

416-965-7783)

The four southern regional directors report to the Assistant Deputy Minister of Southern Ontario. Each regional office is listed below, followed by the district offices, year round work centres, **fisheries** assessment units and **nurseries** reporting to it. The Petroleum Resources Program, described in a separate entry, is administered by the Southwestern Regional Office. Residents outside an office's local calling area are advised to consult the blue pages of their public telephone directory for the toll-free telephone number.

ALGONQUIN REGION

Regional Office

Brendale Square, Box 9000

Huntsville P0A 1K0

705-789-9611

Leslie M. Frost

Natural Resources Centre

Dorset P0A 1E0

705-766-2451

Construction Depot Huntsville

Box 1119

Huntsville P0A 1K0

705-789-9611

District Offices

Box 219

Whitney K0J 2M0

705-637-2780

(Algonquin Park District)

Box 500

Bancroft K0L 1C0

613-332-3940

(Bancroft District)

Box 1138

Bracebridge P0B 1C0

705-645-8747

(Bracebridge District)

General Delivery

Minden K0M 2K0

705-286-1521

(Minden District)

4 Miller St.

Parry Sound P2A 1S8

705-746-4201

(Parry Sound District)

Riverside Dr., Box 220

Pembroke K8A 6X4

613-732-3661

(Pembroke District)

Year Round Work Centres

Algonquin Park Museum

Box 219

Whitney K0J 2M0

705-633-5592

(Algonquin Park District)

Dacre

Dacre K0J 1N0

613-649-2418

(Pembroke District)

Palmer Rapids

Palmer Rapids K0J 2E0

613-758-2020

(Pembroke District)

Parry Sound

7 Bay St.

Parry Sound P2A 1S4

705-746-4201

(Parry Sound District)

Portage Lake

Site 5, Box 4, R. R. 1

Britt P0G 1A0

705-383-2369

(Parry Sound District)

Round Lake

R. R. 5

Killaloe K0J 2A0

613-757-2507

(Pembroke District)

Stonecliffe

Stonecliffe K0J 2K0

613-586-2253

(Pembroke District)

Fisheries Assessment Units

Algonquin

P. O. Box 219

Whitney K0J 2M0

705-637-2780

(Algonquin Park District)

Haliburton-Hastings

Box 500

Bancroft K0L 1C0

613-332-3940

Fish Culture Stations

Pembroke

Laurentian Dr.

Petawawa K8H 2Z1

613-687-5935

(Pembroke District)

Skeleton Lake

R. R. 1

Utterson P0B 1M0

705-769-3731

(Bracebridge District)

CENTRAL REGION

Regional Office

10670 Yonge St.

Richmond Hill L4C 3C9

416-884-9203

District Offices

Box 2186, Beaverdale Rd.

Cambridge N3C 2W1

519-658-9355

(Cambridge District)

Midhurst L0L 1X0

705-728-2900

(Huron District)

Ontario Government Bldg.

322 Kent St. W.

Lindsay K9V 4T7

705-324-6121

(Lindsay District)

10401 Dufferin St.

Maple L0J 1E0

416-832-2761

(Maple District)

Hwy 20 W., Box 1070

Fonthill L0S 1E0

416-892-2656

(Niagara District)

Year Round Work Centres

Copeland Forest Resource Management Unit

c/o Springwater Provincial Park

Midhurst L0L 1X0

705-728-7393

(Huron District)

Ganaraska Forest

R. R. 1

Campbellcroft L0A 1B0

416-797-2959

(Lindsay District)

Northumberland Forest

R. R. 4

Roseneath K0K 2X0

416-349-2779

(Lindsay District)

Springwater Provincial Park

Midhurst L0L 1X0

705-728-7393

(Huron District)

(Day use Facilities)

Tiny/Wye Marsh

Wildlife Areas, Box 613

Midland L4R 4L3

705-526-6958

(Huron District)

Wildlife Compound

Midhurst L0L 1X0

705-728-7393

(Huron District)

Wasaga Beach Provincial Park

P. O. Box 183

Wasaga Beach L0L 2P0

705-429-2516

(Huron District)

(Day use Facilities)

York Regional Forest Headquarters

R. R. 3

Stouffville L0H 1L0

416-473-2160

(Maple District)

Bass Lake Provincial Park

P. O. Box 2178

Orillia L3V 6S1

705-326-7054

(Huron District)

(Camping & day use

Seasonal Conservation Officer

Headquarters year round)

Earl Rowe Provincial Park

Box 966

Alliston L0M 1A0

705-435-4331

(Huron District)

(Camping & day use

Seasonal Conservation Officer

Headquarters year round)

Bronte Creek Provincial Park

1219 Burloak Dr., R. R. 2

Burlington L7R 3X5

416-335-0023

(Cambridge District)

(Day use facilities)

Fisheries Assessment Units

Kawartha

322 Kent St. W.

Lindsay K9V 2Z9

705-324-6121

(Lindsay District)

Lake Ontario

10670 Yonge St.

Richmond Hill L4C 3C9

416-883-3232

Lake Simcoe

Sibbald's Point Provincial Park

R. R. 2

Sutton West L0E 1R0

416-722-5512

(Maple District)

Fish Culture Station

Harwood

Box 79

Harwood K0K 2H0

416-342-2860

(Lindsay District)

Deer Lake

R. R. 1

Havelock K0L 1Z0

705-778-3391

(Lindsay District)

Ringwood

R. R. 2

Stouffville L4A 7X3

416-640-6204

(Maple District)

Nurseries

Midhurst Nursery

Midhurst L0L 1X0

705-728-2900

Orono Nursery

P. O. Box 119

Orono L0B 1M0

416-983-9147

Ontario Tree Seed Plant

P. O. Box 70

Angus L0M 1B0

705-424-5311

EASTERN REGION

Regional Office

Provincial Government Bldg.

Concession Rd.

Kemptville K0G 1J0

613-258-8215

District Offices

P. O. Box 605

Oxford Avenue

Brockville K6V 5V8

613-342-8524

(Brockville District)

113 Amelia St., Box 1749

Cornwall K6H 5V7

613-933-1774

(Cornwall District)

10 Findlay Ave.

Carleton Place K7C 3Z6

613-257-5735

(Carleton Place District)

1 Richmond Blvd.

Napanee K7R 3S3

613-354-2173

(Napanee District)

Metcalf St.

Tweed K0K 3J0

613-478-2330

(Tweed District)

Year Round Work Centres

Glenora Research Station

R. R. 4

Picton K0K 2T0

613-476-2400

(Napanee District)

Larose Forest Headquarters

P. O. Box 10

Bourget K0A 1E0

613-487-2100

(Cornwall District)

Limerick Forest Headquarters

R. R. 2

Oxford Station K0G 1T0

613-258-3151

(Brockville District)

Tweed Warehouse and Fire Complex

Hungerford Rd.

Tweed K0K 3J0

613-478-2330

(Tweed District)

White Lake

R. R. 2

Sharbot Lake K0H 2P0

613-335-2115

(Tweed District)

Fish Culture Stations

R. R. 2

Codrington K0K 1R0

613-475-2512

(Napanee District)

Nurseries
G. Howard Ferguson

R. R. 4

Kemptville K0G 1J0

613-238-7326 (Ottawa line)

613-258-8355

SOUTHWESTERN REGION
Regional Office

659 Exeter Rd., P. O. Box 5463

London N6A 4L6

519-681-5350

District Offices

353 Talbot St. W., Box 940

Aylmer N5H 2S8

519-773-9241

(Aylmer District)

Kent County Municipal Bldg.

435 Grand Ave. W., Box 1168

Chatham N7M 5L8

519-354-7340

(Chatham District)

611-9th Ave. E.

Owen Sound N4K 3E4

519-376-3860

(Owen Sound District)

548 Queensway W.

P. O. Box 706

Simcoe N3Y 4T2

519-426-7650

(Simcoe District)

R. R. 5

Wingham N0G 2W0

519-357-3131

(Wingham District)

Year Round Work Centres
Fisheries Research Station

R. R. 2

Wheatley N0P 2P0

519-825-4171

(Chatham District)

Hullett Wildlife Management Area

R. R. 4

Clinton N0M 1L0

519-482-7011

(Wingham District)

Kilworth Division Office

R. R. 3

London N6A 4B7

519-472-0820

(Aylmer District)

Lake Erie Assessment
Sub Station

Box 429

Port Dover N0A 1N0

519-583-0981

(Simcoe District)

Petroleum Resources Laboratory

458 Central Ave.

London N6B 2E5

519-433-8431

Petrolia Detachment Office
4229 Petrolia St., P. O. Box 1379

Petrolia N0N 1R0
519-882-0502
(Chatham District)

Wheatley Law Enforcement
R. R. 2

Wheatley N0P 2P0
519-825-7120

Fish Culture Stations

Chatsworth
R. R. 2
Chatsworth N0H 1G0
519-794-2340
(Owen Sound District)

Normandale
R. R. 1
Vittoria N0E 1W0
519-426-3142
(Simcoe District)

Fisheries Assessment Units

Lake Erie
R. R. 2
Wheatley NOP 2P0
519-825-4623
(Chatham District)

Lake Huron
611 Ninth Ave. E.
Owen Sound N4K 3E4
519-376-6531
(Owen Sound District)

Lake St. Clair
R. R. 2
Tilbury N0P 2L0
519-682-1152
(Chatham District)

Nurseries

St. Williams Nursery
R. R. 1
St. Williams N0E 1P0
519-586-3576

PETROLEUM RESOURCES PROGRAM

659 Exeter Rd., Box 5463
London N6A 4L6
519-661-2766

MNR 39

Petroleum Resources Act is administered by the Ministry of Natural Resources, South-western Regional Office. This office regulates exploration, **drilling** and production of oil and **natural gas** on land and offshore in the **Great Lakes**. **Permits** to drill **petroleum wells** and **licences** to operate drilling rigs, lease oil and gas rights and conduct exploration **surveys** are issued. Engineering and geological data on petroleum wells and pools are available on a computerized petroleum well data system. **Maps** showing petroleum well locations and status are provided. Inquiries regarding unsafe or uncontrolled flowing wells and brine spills are investigated. Historical records of geophysical logs and samples of petroleum wells previously drilled in Ontario are available to the public at the Petroleum Resources Section, 458 Central Ave., London (519-661-2796). Inquiries regarding specific wells may be directed to Petroleum Resources Inspectors at the Simcoe and Chatham district offices, see Ministry of Natural Resources Field Organization, Southern Ontario.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN). Some of this Ministry's agencies are listed below. For information on agencies not listed,

contact this Ministry's Financial Resources Branch. Conservation authorities are listed under the Conservation Authorities and Water Management Branch entry.

ALGONQUIN FORESTRY AUTHORITY

MNR 40

222 Main St. W.
P.O. Box 1198
Huntsville P0A 1K0
705-789-9647

Algonquin Forestry Authority in Huntsville, Ontario is a Crown corporation responsible for **forest** management in Algonquin Provincial Park, including harvesting and supplying logs to designated mills. It operates under a volume agreement with the Ministry of Natural Resources. The Authority has an office in Pembroke:

Area Supervisor

84-6 Isabella St., Box 786
Pembroke, K8A 5S5
613-735-0173

CANADA-ONTARIO RIDEAU, TRENT-SEVERN

MNR 41

SECRÉTARIAT
10401 Dufferin St.
Maple L0J 1E0

The Secretariat coordinates implementation of the '**CORTS** Policies', a document of 48 policies approved by federal and provincial governments. The Policies are the result of a federal and provincial agreement signed in 1975 by Parks Canada and the Ministry of Natural Resources. The agreement provided for the coordinated development of the recreational **land** and **water** corridor centered on the Rideau, Trent and Severn canals and stretching from Georgian Bay to Ottawa.

MINING AND LANDS COMMISSIONER

MNR 42

Box 330, 24th Flr.
700 Bay St.
Toronto M5G 1Z6
416-965-1824

The Mining and Lands Commissioner exercises administrative and judicial duties under the **Mining Act**, the **Beach Protection Act** and duties of the Minister of Natural Resources assigned by regulation. Examples of such jurisdiction are extension orders, the granting of relief from forfeiture, disputes, hearing of appeals, **easements** and vesting orders. Application forms and supporting abstracts for applications for extension orders and **licence** renewals may be obtained from one of the nine mining recorders, listed under Ministry of Northern Development and Mines. Other applications should be made through the Mining and Lands Commissioner, at the above address. Notices of appeal under the Mining Act are required by that Act to be filed with the mining recorder. Where practicable, hearings are arranged in local court houses.

ACTS

ACTS

MNR 43

The following is a list of Acts administered by the Ministry of Natural Resources. For

information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal services branch or information/communications branch.

Algonquin Forestry Authority Act
 Algonquin Provincial Park Extension Act, 1960-61
 An Act to Confirm the Title of the Government of Canada to
 Certain Lands and Indian Lands, 1915
 An Act for the Settlement of Certain Questions Between
 the Governments of Canada and Ontario
 Respecting Indian Reserve Lands, 1891
 Beach Protection Act
 Beds of Navigable Waters Act
 Canada Company's Lands Act, 1922
 Conservation Authorities Act
 Crown Timber Act
 Endangered Species Act
 Fish Inspection Act
 Fisheries Act (Canada-Ontario Fishery Regulations)
 Fisheries Loans Act
 Forest Fires Prevention Act
 Forest Tree Pest Control Act
 Forestry Act
 Freshwater Fish Marketing Act (Ontario)
 Game and Fish Act
 Gananoque Lands Act, 1961-62
 Gas and Oil Leases Act
 Indian Lands Act 1924
 Industrial and Mining Lands Compensation Act
 Lac Seul Conservation Act, 1928
 Lake of the Woods Control Board Act, 1922
 Lakes and Rivers Improvement Act
 Manitoba-Ontario Lake St. Joseph Diversion
 Agreement Authorization Act, 1958
 Migratory Birds Convention Act (Canada) - Ontario Regulations
 Mineral Emblem Act
 Ministry of Natural Resources Act
 National Radio Observatory Act, 1962-63
 North Georgian Bay Recreational Reserve Act, 1962-63
 Ontario Geographic Names Board Act
 Ontario Harbours Agreement Act, 1962-63
 Ottawa River Water Powers Act, 1943
 Parks Assistance Act
 Petroleum Resources Act
 Pits and Quarries Control Act
 Provincial Parks Act
 Public Lands Act
 Seine River Diversion Act, 1952
 Settlers' Pulpwood Protection Act
 Spruce Pulpwood Exportation Act
 Steep Rock Iron Ore Development Act, 1949

Surveyors Act
Surveys Act
Trees Act
Wild Rice Harvesting Act
Wilderness Areas Act
Woodlands Improvement Act
Woodmen's Employment Act
Woodmen's Lien for Wages Act

MINISTRY OF NORTHERN DEVELOPMENT AND MINES

10 Wellesley St. E.

Toronto M4Y 1G2

The Ministry of Northern Development and Mines was established in November, 1985 from the former Ministry of Northern Affairs and the Division of Mines and Minerals (except aggregates) which was transferred from the Ministry of Natural Resources.

The Ministry's primary mandate is two-fold: first, to stimulate the economic and social development of Northern Ontario and to coordinate the policies and programs of other provincial ministries to ensure that the special needs of northerners are addressed by the government, and second, to encourage and regulate the development and utilization of the province's mineral resources.

The Mines and Minerals Division comprises the Ontario Geological Survey (OGS), the Mineral Development and Lands Branch (MDLB) and the Ontario Mineral Exploration Program Office (OMEP). Regional mineral resource managers, 17 resident geologists and 9 mining recorders provide consulting services to government and the private sector regarding the geology and mineral deposits of the province and acquisition of mineral rights. The Ministry also manages seven Drill Core Libraries for the storage and retrieval of representative sections of mineral exploration core samples.

A network of 30 Northern Affairs Officers, located in communities throughout Northern Ontario, provides a central source of information and assistance for individuals dealing with provincial government ministries and ensures that the Ministry of Northern Development and Mines is made aware of local concerns and community needs.

CORPORATE SERVICES DIVISION

COMMUNICATIONS SERVICES BRANCH

NDM 1

56 Wellesley St. W.

Toronto M5S 2S3

416-965-7577

The Communications Services Branch informs the public, client groups and the news media about the ministry's activities. It establishes communications policy for the ministry, advises other branches on communications problems and provides support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, advertising, producing and distributing publications, news releases and audio-visual materials. The branch is also responsible for such major undertakings as **Ontario North Now** at Ontario Place, and ministry participation in the Sportsmen and Ski shows held in Toronto each year. Information officers are also located in Sudbury, Thunder Bay and Kenora.

The **Coordinator of Interministerial and Customer Services** establishes and maintains contact with the central offices of other ministries, departments and agencies and responds to requests submitted by the field offices.

FINANCIAL SERVICES BRANCH

NDM 2

10 Wellesley St. E., 8th Flr.

Toronto M4Y 1G2

416-965-1417

The Branch provides financial management services for the ministry by developing

expenditure plans and preparing annual estimates for the ministry's programs and administrative budgets. It provides in-year financial control by monitoring project approvals and expenditures against approved budgets of the various programs and activities; approves and initiates payment requisitions and coordinates the provision of financial and general **accounting** services for the ministry.

HUMAN RESOURCES BRANCH

NDM 3

56 Wellesley St. W.
Toronto M5S 2S3
416-963-3092

The Human Resources Branch performs **personnel** functions for the Ministry in the areas of staff relations, classification, pay administration, **employee** benefits, staffing, health and safety, **employment equity** youth employment, training and development and employee counselling.

INFORMATION TECHNOLOGY AND OFFICE SERVICES BRANCH

NDM 4

10 Wellesley St. E., 8th Flr.
Toronto M4Y 1G2
416-965-1417

The Branch is responsible for administrative support services such as accommodation, word processing, **records management** and office services.

It also operates a **library** dealing specifically with Northern Ontario. The library operates the **Ministry reading room** in accordance with the government freedom of information policy, which gives public access to ministry publications, statutes and some manuals and internal procedures.

The Information Technology Section coordinates, complements and provides consultation for the introduction and cost effective use of **computer technology** throughout the Ministry.

CORPORATE POLICY AND PLANNING SECRETARIAT

NDM 5

10 Wellesley St. E., 9th Flr.
Toronto M4Y 1G2
416-965-1669

The Secretariat provides policy advice to the Minister and Deputy Minister and coordinates and supports the policy development and corporate planning processes of the Ministry. It initiates the strategic program and operational planning processes and maintains liaison between the field staff, the Ministry, other levels of Government, and the public.

AUDIT SERVICES

NDM 6

10 Wellesley St. E., 8th Flr.
Toronto M4Y 1G2
416-965-1417

Audit Services is responsible for internal audit functions, which include review and appraisal of the Ministry management control systems, and ascertains compliance with Ministry and Government policies and procedures.

LEGAL SERVICES

NDM 7

10 Wellesley St. E.,
Toronto M4Y 1G2
416-965-3707

This office provides legal services for the Ministry of Northern Development and Mines and is responsible to the Ministry of the Attorney General.

RELOCATION UNIT

NDM 8

56 Wellesley St. W.
Toronto M5S 2S3
416-963-3028

The Premier announced on July 30, 1986 the relocation of the Ministry of Northern Development and Mines to Sudbury.

The Relocation Unit is responsible for planning and implementation of all aspects of the project, including coordination of construction for new facilities, staff information and **counselling** and the actual physical move of staff and offices.

The Relocation Project Committee approves policies and programs and maintains effective communication between the **Northern Ontario** Relocation Program Coordinating Committee, the Deputy Minister's Steering Committee and the Ministry.

NORTHERN DEVELOPMENT DIVISION

NORTHERN DEVELOPMENT POLICY AND
PLANNING BRANCH

NDM 9

56 Wellesley St. W.
Toronto M5S 2S3
416-965-7665

The Branch provides a policy and program development, evaluation and advisory service to the Northern Development Division. It also manages the Division's planning processes, develops and maintains its information system and provides in-depth analysis and advice on regional and community economic and social development opportunities, issues and concerns.

REGIONAL AND COMMUNITY DEVELOPMENT
BRANCH

NDM 10

Regional and Community Development offices are located in Sault Ste. Marie, Sudbury, Thunder Bay and Kenora (addresses listed below). These branches work with northern communities and other ministries in planning development strategies to improve conditions and respond to local and regional needs throughout **Northern Ontario**. Operationally, the Branch has two main areas of interest: Northern **economic** development, and Northern community services and development.

Regional economic development is stimulated through research, strengthening of industrial activity, promotion of tourism and expansion of agriculture. Funds are also made available to encourage resource development. Scientific studies, experimental hydro-electric and solar heating projects and alternative or novel energy recovery programs are undertaken.

Community activities include **financial assistance** for construction of water mains and

sewage systems and development of industrial parks. Special assistance has been provided for communities undergoing severe economic dislocation or unusually rapid growth. Through the Regional and Community Development Branches, the ministry also implements the **Northern Community Economic Development Program**, providing financial assistance for studies and seminars, publication of promotional materials, and professional staff support for the investigation of new local economic development opportunities.

The ministry contributes funds for a range of social and **medical** services such as medical and dental clinics, **bursaries** for medical and **dental** students, **audiologists** and **speech pathologists**, and capital support for a recently instituted air **ambulance** service. The branches also participate in the delivery of the **Extended Care Capital Assistance Program (EldCap)** and the **Educational Capital Assistance Program (EduCap)** to ensure equal access to provincial government programs throughout Northern Ontario.

The Ministry of Northern Development and Mines takes a keen interest in improving the quality of life and, therefore, promotes the arts and undertakes cultural initiatives as opportunities arise. The ministry is also encouraging the expansion of television services for residents of the North.

Northeastern Regional Office

421 Bay St., Ste. 301
Sault Ste. Marie P6A 1X3
 705-942-0100

Northeastern Area Office

199 Larch St., 4th Flr.
Sudbury P3E 5P9
 705-675-4441

Northwestern Regional Office

435 James St. S.
 P. O. Box 5000
Thunder Bay P7E 6E3
 807-475-1585

Northwestern Area Office

12 Main St. S.
Kenora P9N 1S7
 807-468-3135

COMMUNITY RELATIONS BRANCH

NDM 11

The Ministry of Northern Development and Mines has two Community Relations Branches headquartered in Sudbury and Kenora. They administer a network of 30 'store-front' offices, each staffed by an officer and clerical assistant, located in communities throughout Northern Ontario. The Northern Affairs Officers, who make regular visitations to approximately 40 satellite communities, act as contact points for government and attempt to solve problems for people removed from service points. In many cases, the Officer's task is to function as a coordinator; in others, it is to point the client to the appropriate government contact. Responsibilities include serving as an official agent for other ministries' programs and as the central reference point for federal, provincial and municipal departments, ministries, or agencies.

The ministry operates an extensive telex network to speed the flow of information, particularly from local offices to regional offices and Toronto, and vice versa. In Toronto, a Coordinator of Interministerial and Customer Services establishes and maintains contact with the central offices of other ministries, departments and agencies. The Coordinator is attached to the Communications Services Branch of the Ministry.

Northern Affairs Officers assist unincorporated communities (communities with no municipal government under the Municipal Act), which are unique to Northern Ontario, in establishing **Local Services Boards**. These Boards are legally constituted bodies of

members elected to act on behalf of the residents to ensure provision of basic services such as water supply, fire protection, sewage disposal, street lighting, garbage collection and recreational programs. Establishment of a Local Services Board is optional, as are the services it may choose to offer. Communities which raise half the budgeted costs are eligible for operation **subsidies** from the ministry.

Northern Affairs Officers are also involved with implementation and administration of the ministry's **Unincorporated Communities Fire Protection Program (UCFP)**. This program assists unincorporated communities in providing a basic level of **fire** protection. The Community Relations Branches offer minor capital assistance to establish basic services in unincorporated communities through the **Unincorporated Capital Assistance Program (UCAP)**.

The **TVOntario** extension program, which supplies rebroadcasting transmitters and antennas to small communities to enable them to receive the TVO signal off air, is also the responsibility of the Community Relations Branch.

Northern Affairs Officers are frequently requested to collect data to facilitate the planning process of the ministry.

The nearest Northern Affairs office can be reached from outlying communities without charge throughout Northern Ontario by dialing the operator and asking for Zenith 33160. Community Relations Branch Offices are as follows:

NORTHEASTERN ONTARIO

Community Relations Branch
199 Larch St., 4th Flr.
Sudbury P3E 5P9
705-675-4441

161 Sixth Ave.
P. O. Box 668
Cochrane P0L 1C0
705-272-4274

10 Brunswick Walk
Elliot Lake P5A 2A8
705-848-7133

NORTHWESTERN ONTARIO

Community Relations Branch
12 Main St. S.
Kenora P9N 1S7
807-468-3135

Espanola Mall
Highway 6 South
P. O. Box 1718
Espanola P0P 1C0
705-869-1532

NORTHERN AFFAIRS OFFICERS NORTHEASTERN ONTARIO

13 Lawton St.
Blind River P0R 1B0
705-356-2226

904 George St.
P. O. Box 1688
Hearst P0L 1N0
705-362-4358

31 Birch St. E.
Chapleau P0M 1K0
705-864-1515

253 Ambridge Drive 'A'
P. O. Box 460
Iroquois Falls P0K 1G0
705-232-4001

Model City Mall
Kapuskasing P5N 2E9
705-335-6008

32A Prospect Ave.
P. O. Box 635
Kirkland Lake P2N 3K1
705-567-3291

King & Young Sts.
P. O. Box 128
Mindemoya P0P 1S0
705-377-5396

Main St.
P. O. Box 307
Moosonee P0L 1Y0
705-336-2991
(Cree language spoken)

310 Whitewood Ave.
P. O. Box 68
New Liskeard P0J 1P0
705-647-7391

267 Main St. W.
North Bay P1B 2T8
705-472-3911

70 Church St.
Parry Sound P2A 1Y9
705-746-4296

444 Queen St. E.
Sault Ste. Marie P6A 1Z7
705-254-6623

191 Main St.
P. O. Box 1930
Sturgeon Falls P0H 2G0
705-753-2900

199 Larch St., 1st Flr.
Sudbury P3E 5P9
705-675-4451

83 Wilson Ave.
Timmins P4N 2S8
705-267-1401

27 Gold St.
Wawa P0S 1K0
705-856-2354

NORTHWESTERN ONTARIO

123 Marks St.
P. O. Box 940
Atikokan P0T 1C0
807-597-2701

34A King St.
Dryden P8N 1B3
807-223-5231

529 Mowat Ave.
Fort Frances P9A 1Z1
807-274-5329

305 Main St.
P. O. Box 69
Geraldton P0T 1M0
807-854-0266

100 Main St.
P. O. Box 196
Ignace P0T 1T0
807-934-2260

12 Main St. S.
P. O. Box 5050
Kenora P9N 3X9
807-468-5548

Peninsula Bldg.
P. O. Box 280
Marathon P0T 2E0
807-229-1153

66 Front St.
Nipigon P0T 2J0
807-887-3230
(Tues/Wed/Thurs only)

408 Atwood Ave.
P. O. Box 430
Rainy River P0W 1L0
807-852-3287

242 Howey St.
P. O. Box 950
Red Lake P0V 2M0
807-727-2870

42 King St.
P. O. Box 147
Sioux Lookout P0V 2T0
807-737-1318

428 E. Victoria Ave.
Thunder Bay P7C 1A5
807-475-1425

NORTHERN TRANSPORTATION DIVISION

NORTHERN TRANSPORTATION DIVISION
10 Wellesley St. E., 9th Flr.
Toronto M4Y 1G2
416-965-1669

NDM 12

The Northern Transportation programs address the passenger, freight and resource access needs of Northern Ontario. The programs provide policy direction and funding for a range of transportation modes and services within the context of Ontario's overall transportation policies.

The **Northern Roads Program** establishes the priorities and provides capital funding to Ministry of Transportation and Communications for the ongoing rehabilitation and selective expansion and improvement of the 9,800 km Northern Highway system. The **Northern Priority Roads Program** funds the construction of new roads to facilitate economic development. **Northern Ontario Resources Transportation Committee (NORTC)** assists the private sector in providing access for resource-based enterprises and develops Ontario's winter road and trail program to access remote Northern Indian settlements. The **Resource Access Roads Program** provides capital funding to the Ministry of Natural Resources to construct forest access roads. The **Remote Airport Program** sets priorities and provides full funding to the Ministry of Transportation and Communications for capital construction of airports in communities north of the 51 degree latitude. The **Community Airport Program** provides capital funding to assist northern communities.

MINES AND MINERALS DIVISION

MINERAL DEVELOPMENT AND LANDS BRANCH
10 Wellesley St. E., 1st Flr.
Toronto M4Y 1G2
416-965-1559

NDM 13

The Mineral Development and Lands Branch develops and administers **mineral** resources policies. It maintains **statistics** on mineral economics (965-1016); determines availability of resources such as **metals**, industrial minerals and non-metals; and issues precious metals **refinery licences**. The branch administers Section 104 of the **Mining Act**. Contact district offices listed under this Ministry's Field Organization entries.

The OMEP office administers the **Ontario Mineral Exploration Program Act (OMEP)** (965-1062). OMEP provides incentives to encourage mineral exploration activities by providing **grants** equal to 25 per cent of eligible exploration expenses.

MINING AND LANDS COMMISSIONER
Box 330
700 Bay St., 24th Flr.
Toronto M5G 1Z6
416-965-1824

NDM 14

The Commissioner exercises administrative and judicial duties under various Acts, including the **Mining Act**. Examples of such jurisdiction are extension orders, the granting of relief from forfeiture, disputes, hearing of appeals and vesting orders. Application forms and supporting abstracts for applications for extension orders and **licence** renewals may be obtained from the ministry's nine mining recorders, listed under Mining Lands Section, Ministry of Northern Development and Mines. Other applications should be made through the Mining and Lands Commissioner, at the above address. The Mining Act requires that notices of appeal be filed with the mining recorder. Where possible, hearings are arranged in local court houses.

MINING LANDS SECTION
Whitney Block, Rm. 6610
99 Wellesley St. W.
Queen's Park, Toronto M7A 1W3
416-965-1380

NDM 15

Mining Lands Section develops methods and standards for management and protection of crown lands for **mining** purposes, e.g., claim staking, **Exploratory Licences of Occupation**, assessment work, leases, and the approval of all geotechnical **surveys** performed in the Province for which assessment work credits are requested.

The Province is separated into nine mining divisions. The Mining Recorders, who are in charge of the divisions, administer the **Mining Act** which involves staking and recording mining claims and performing assessment work.

The Mining Recorders are located at the mining division offices listed below:

808 Robertson St.
Box 5050
Kenora P9N 3X9
807-468-9841
(Kenora Mining Division)

875 Queens St. E.
Box 669
Sault Ste. Marie P6A 5N2
705-949-1231
(Sault Ste. Marie Mining Division)

4 Government Rd. E.
Kirkland Lake P2N 1A2
705-567-9242
(Larder Lake Mining Division)

P.O. Box 3000, Court House Bldg.
Sioux Lookout P0V 2T0
807-737-2034
(Patricia Mining Division)

Ontario Government Bldg.
Box 324
Red Lake P0V 2M0
807-727-3284
(Red Lake Mining Division)

199 Larch St., 10th Flr.
Sudbury P3E 5P9
705-675-4120
(Sudbury Mining Division)

435 James St. S.
P.O. Box 5000
Thunder bay P7C 5G6
807-475-1311
(Thunder Bay Mining Division)

Whitney Block, Rm. 2548
99 Wellesley St. W.
Toronto M7A 1W3
416-9655-1322
(Southern Ontario Mining Division)

60 Wilson Ave.
Timmins P4N 2S7
705-267-1401
(Porcupine Mining Division)

ONTARIO GEOLOGICAL SURVEY
77 Grenville St., 11th Flr.
Toronto M5S 1B3
416-965-0190

NDM 16

Ontario Geological Survey provides information on the **geology** and **mineral** resources of Ontario to encourage mineral resource exploration, provide a basis for **land-use planning**, and aid in the development of non-renewable resource policies. Activities include geological, geophysical, and geochemical **surveys**; mineral deposit studies; geochronology studies; development of new exploration techniques; presentation of classes and lectures on minerals and **rocks**. The Geoscience Laboratories (965-1337) provide identification, chemical analyses and assays of mineral, rock and ore samples. The branch administers the **Geoscience Research Grants Program** (965-1546) to aid applied geoscience **research** at Ontario universities.

The Mines Library (965-1352) serves ministry staff, the **mining** industry, and the general public (by special arrangement) but offers reference service only. The **library** contains publications on geology, mining and mineral resources. Its holdings include reports and maps for Precambrian regions of the world, reports of the Ontario Department of Mines from 1891, the Geological Survey of Canada from 1845, other provincial Departments of Mines, the United States Geological Survey, and selected materials on geochemistry and geophysics. Special indexes, bibliographies and abstracts enable users to research most earth science topics. The library subscribes to over 200 journals and newspapers and has a large collection of geological and aeromagnetic **maps** of Ontario. Photocopies are provided at a nominal charge.

The Geoscience Data Centre (965-6139) offers access to exploration reports, drill-hole logs, mineral deposit data, computer based geoscience, mineral deposits and rock chemical databases.

Resident geologist offices administered by the Ministry's Regional Offices provide local consultative services to government, industry and the public on the geology and mineral deposits of their region. A regional library of published and unpublished geoscience information is maintained in each office, including reports of the Ontario Geological Survey and Mineral Resources Branch, reports of other government agencies, records of exploration activity submitted for assessment work credit, company prospectuses and reports from the files of the Ontario Securities Commission. There are 17 geological field officers that report to the Ministry of Northern Development and Mines.

Box 500
Bancroft K0L 1C0
 613-332-4875

Box 230
 Presley St.
Cobalt P0J 1C0
 705-679-8558

808 Robertson St.
 Box 5050
Kenora P9N 3X9
 807-468-9841

Northwestern Regional Office
 12 Main St. S.
 P. O. Box 5050
Kenora P9N 3X9
 807-468-3135

4 Government Rd. E.
Kirkland Lake P2N 1A2
 705-567-5242

Box 190
Dorset P0A 1E0
 705-766-2494

Box 5463
 659 Exeter Road
London N6A 4L6
 519-661-2766

Ontario Government Bldg.
 Box 324
Red Lake P0V 2M0
 807-727-3272

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the first entry under Royal Commissions, Special Purpose Bodies and Others.

ONTARIO NORTHLAND TRANSPORTATION
 COMMISSION
 555 Oak St. E.
 North Bay P1B 8E3
 705-472-4500

875 Queen St. E.
 Box 130
Sault Ste. Marie P6A 5L5
 705-949-1231

Court House Bldg.
 Box 3000
Sioux Lookout P0V 2T0
 807-737-2037

199 Larch St., 10th Flr.
Sudbury P3E 5P9
 705-675-4120

435 James St. S.
 Box 5000
Thunder Bay P7C 5G6
 807-475-1331

Northeastern Regional Office
 60 Wilson Ave.
Timmins P4N 2S7
 705-267-1401

255 Metcalf St.
 Box 70
Tweed K0K 3J0
 613-478-2330

Helen Mine Road
 Box 530
Wawa P0S 1K0
 705-856-4883

The Ministry of Northern Development and Mines provides rail, bus, ferry, air and tele-

communications services to Northern Ontario through the Ontario Northland Transportation Commission (ONTC).

Land transportation services consist of rail, bus and highway transport. Rail passenger services include the **Polar Bear Express** between Cochrane and Moosonee, the **Northlander** between Toronto and Timmins, the North Bay and Cochrane component of the Toronto to Kapuskasing Northland Train service, and a mixed passenger-freight train between Cochrane and Moosonee. Bus services are regularly scheduled between North Bay, Hearst, Sudbury, Timmins and other locations throughout Northeastern Ontario. Charter and tour services can also be arranged.

Rail freight services are provided between North Bay and other points in Northeastern Ontario. Highway freight services are the responsibility of Star Transfer Limited, a subsidiary of the ONTC that operates throughout Northeastern Ontario and south to Toronto and Hamilton. Another subsidiary, Ontario Northland Express Services, makes available LCL (less than carload lot) deliveries from six terminals located at New Liskeard, Kirkland Lake, Noranda, Timmins, Cochrane and Moosonee.

The Commission operates the provincially owned airline, **norOntair**, which serves 21 communities and serves as a feeder for Air Canada and Nordair in northeast and northwest Ontario. The latter airlines provide reservation facilities.

A passenger, car and truck **ferry**, the **M.S. Chi-Cheemaun**, is operated by the Owen Sound Transportation Company, a subsidiary of the ONTC, between Tobermory on the Bruce Peninsula and South Baymouth on Manitoulin Island from May through October. The Marine Services Department of the ONTC operates the Chief Commanda, a cruise boat, on Lake Nipissing from spring until fall, and manages a freight and passenger service between Moosonee and Moose Factory Island during the same period.

The ONTC provides the following telecommunications services in Northeastern Ontario: long-distance telephone, private wire voice and teletype, commercial telegraph, radio and television transmission, mobile radio, special communications and local telephone. Consumer electric power is also available through the ONTC in Winisk.

A further activity of the Commission is the operation of a goose hunting camp for six weeks each fall, east of Moosonee on the Harricanaw River.

Toronto Passenger Sales Office
Union Station
65 Front St. W.
Toronto M5J 1E6
416-965-4268

Toronto Freight Marketing Office
Union Station
65 Front St. W.
Toronto M5J 1E6
416-965-6388

Star Transfer Limited
460 Pine St. S.
Timmins P4N 7G6
705-264-2221

Owen Sound Transportation Company
Owen Sound N4K 5P5
519-596-2212)
(Tobermory Terminal)
705-859-3161)
(South Baymouth Terminal)

ONTC Telecommunications
555 Oak St. E.
North Bay P1B 8L3
705-472-4500, Ext. 331

ONTC

555 Oak St. E.

North Bay P1B 8L3

705-472-4500

(Rail Passenger Services,
Bus Services, Marine Services,
norOntair, Freight Marketing,
ONTC Express, Rail Freight,
Star Transfer)

ACTS

ACTS

NDM 18

The following is a list of Acts administered by the Ministry of Northern Development and Mines. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal services branch or communications services branch.

Local Services Boards Act

Ministry of Northern Affairs Act

Ontario Northland Transportation Commission Act

Mining Act

Ontario Mineral Exploration Program Act

MINISTRY OF REVENUE

33 King St. W.

Oshawa L1H 8H5

The Department of Revenue was created in 1968, when the Revenue Division, the Province of Ontario Savings Office and the Deputy Provincial Treasurer, Revenue Office, were transferred from the Department of Treasury and Economics. In 1972, with the addition of the Assessment Division of the former Department of Municipal Affairs, the Department of Revenue was renamed the Ministry of Revenue.

The Ministry administers the major taxing statutes of Ontario such as the Corporations Tax Act, the Gasoline Tax Act, the Tobacco Tax Act, the Retail Sales Tax Act and the Land Transfer Tax Act. It conducts property assessments to provide the tax base for Ontario municipalities; directs the Ontario Tax Credit program, the Guaranteed Annual Income System (GAINS), Ontario Property and Sales Tax Grants for Senior Citizens and the Small Business Development Corporations Program; and operates the Province of Ontario Savings Office.

DEPUTY MINISTER'S OFFICE

AUDIT SERVICES BRANCH

REVENUE 1

33 King St. W.

Oshawa L1H 8H5

416-433-6484

This Branch develops and directs comprehensive internal audit programs which independently and systematically review and evaluate financial, administrative and management systems.

LEGAL SERVICES BRANCH

REVENUE 2

33 King St. W.

Oshawa L1H 8H5

416-433-5657

Legal services provided to the Ministry include the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. The branch also prepares litigation, settles claims and acts at court hearings. It is responsible to the Attorney General's Office.

TAX REVENUE AND GRANTS PROGRAM

CORPORATIONS TAX BRANCH

REVENUE 3

33 King St. W.

Oshawa L1H 8H6

416-433-6500

This branch administers the **Corporations Tax Act** which deals with **corporations** income tax (based on taxable income) and capital tax (based on taxable paid-up capital) and consents to revive or surrender charters or to dissolve a corporation voluntarily. It also deals with the special tax on **insurance** companies based on **taxable** insurance premiums.

In May 1986, the Branch assumed responsibility for administering the **Mining Tax Act**.

Mining taxes are based on profits generated from producing **mines** in Ontario in accordance with the Mining Tax Act.

GUARANTEED INCOME AND TAX CREDIT BRANCH

REVENUE 4

33 King St. W.

P.O. Box 624

Oshawa L1H 8H8

Metro Toronto, dial 965-8470

Oshawa, dial 433-5155

Area Code 416, dial 1-800-263-7700

Area Code 807, dial 1-800-263-3792

All other areas dial 1-800-263-3960

Guaranteed Annual Income System (GAINS A) assures qualifying Ontario residents, 65 or over, a guaranteed annual income. **Senior citizens** who receive the Old Age Security pension (OAS) and Guaranteed Income Supplement (GIS) will automatically receive GAINS if their annual income falls below the guaranteed level. For more information, call one of the telephone numbers listed above, free of charge.

Ontario Tax Credits consist of a Property Tax Credit, a Sales Tax Credit and a Political Contribution Tax Credit. The first two credits are designed to help people with low or moderate incomes pay their municipal **property tax** or **rent**, and **sales tax**. Even people with no taxable income may make a claim by filing a federal income tax return and completing the mauve Ontario Tax Credit form included in the federal kit. (People 65 or older are not eligible for these credits but can apply for Ontario Tax Grants, described separately). The **Political** Contribution Tax Credit may be claimed by people who made a contribution to a registered Ontario political party, a constituency association or a registered candidate in a provincial election. This credit may only be claimed if there is provincial tax payable after deducting the amount claimed under the first two credits. For more information, call one of the telephone numbers listed above, free of charge.

Ontario Tax Grants allow Ontario resident senior citizens, 65 or older, who pay property tax or rent, to claim a **Property Tax Grant** of up to \$500. Applications for this **Grant** will be mailed annually to all senior citizens who are Old Age Security (OAS) recipients or who have previously completed an eligibility application and qualified. Each year a **Sales Tax Grant** of \$50 will automatically be mailed to all OAS recipients and other previously qualified pensioners. Persons turning 65 after mid-year who qualify for OAS will automatically receive their Sales Tax Grant and an application for the Property Tax Grant, sent towards the year end. All other seniors may phone the above toll-free telephone numbers for application details on both of these grants.

MOTOR FUELS AND TOBACCO TAX BRANCH

REVENUE 5

33 King St. W.

Oshawa L1H 8H9

416-433-6393

This branch administers and collects **tax** on the sale of **fuels** under the **Gasoline Tax Act** (gasoline, aviation fuel), the **Fuel Tax Act** (diesel fuel) and the **Tobacco Tax Act** (cigarettes, tobacco, cigars). The branch provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors.

The branch also administers the **Small Business Development Corporations Act**, the **Land**

Transfer Tax Act and the **Provincial Land Tax Act**. The **Small Business Development Corporations (SBDC) Program** encourages private sector **investment** in small **businesses** in Ontario and the provision of business and managerial expertise. Individual investors who buy new equity shares in an SBDC receive a **grant** of 30% of their investment. **Corporations** receive a 30% credit against their Ontario corporations income tax, if the investment is in a small business in northern or eastern Ontario. Otherwise, the grant or tax credit is 25% of the investment.

Land Transfer Tax is a tax on individuals or corporations registering **land** or an interest in land in Ontario. It is one-half of 1 per cent on the first \$55,000 and 1 per cent on the rest. An additional tax of one-half of 1% applies on residential property over \$250,000. Non-residents of Canada pay 20% tax on restricted land (farm land, recreational land, etc.). Land Transfer Tax is paid to the Land Registrar before a conveyance is registered. Provincial Land Tax is a tax collected from landowners in **unorganized territories**. (For property assessments for this tax, contact closest regional assessment office, listed under Field Operations Branch).

The branch is also administering four acts, which have been repealed, during their phase-out period: the **Succession Duty Act**, the **Gift Tax Act**, the **Land Speculation Tax Act**, and the **Motor Vehicle Fuel Tax Act**.

RETAIL SALES TAX BRANCH

REVENUE 6

33 King St. W.
P.O. Box 623
Oshawa L1H 8H7
416-433-6170

This branch administers the **Retail Sales Tax Act** in Ontario. This tax is collected by vendors from consumers at the time of purchase on most goods, taxable services and prices of admission. The branch operates offices throughout Ontario which issue **vendor permits** and provide information on exemptions and on other aspects of retail sales tax including vendor information for those starting a business. Tax advice is given in numerous forms: answering taxpayers' specific questions by telephone, letter or in person; publishing sales tax guides; and providing bulletins, seminars, lectures, and visits to businesses. Rebates or refunds of tax are given under various circumstances such as payment of tax in error by consumers; removal of goods from Ontario by tourists within 30 days of purchase; and purchases of motor vehicles for the transportation of persons with certain permanent physical disabilities. The Retail Sales Tax offices have rebate or refund application forms available. Audits ensure that tax is collected and paid in the correct way. Tax collected under the **Race Tracks Tax Act** is also administered by the branch.

All inquiries about retail sales tax should be made to one of the offices listed below. Long-distance callers may contact the office in their area by using toll-free lines, which are effective only in an office's area of responsibility.

191 Dundas St. E.
Belleville K8N 1E2
613-962-9108
Zenith 37100
(Counties of Haliburton, Hastings,
Northumberland,
Peterborough, Prince Edward)

119 King St. W.
P. O. Box 2112
Hamilton L8N 3Z9
416-521-7504
Toll-free in area codes 416, 519
1-800-263-9229
Toll-free in area code 416
1-800-263-9238
(County of Brant, Regional
Municipalities of Haldimand-
Norfolk, Hamilton-Wentworth,
Niagara)

449 Belmont Ave. W.
Kitchener N2M 1N2
519-576-8400
Toll-free in area code 519
1-800-265-8700
Toll-free in area codes 416, 705
1-800-265-2303
(Counties of Huron, Perth,
Wellington, Bruce, Dufferin, Grey,
Regional Municipality of Waterloo)

310 Wellington Rd. S.
London N6C 4P4
519-433-3901
Toll-free 1-800-265-1540
(Counties of Elgin, Lambton,
Middlesex, Oxford)

2 Robert Speck Pkwy., Ste. 350
Mississauga L4Z 1H8
416-273-9490
Toll-free 1-800-268-2968
(Regional Municipalities of
Halton, Peel)

1500 Fisher St.
Northgate Plaza
North Bay P1B 2H3
705-474-4900
Toll Free 1-800-461-1564
(Districts of Cochrane, Nipissing,
Parry Sound, Timiskaming)

Westway Mall
438 West St. N.
Orillia L3V 5E8
705-325-9587
Zenith 37100
(County of Simcoe, District
Municipality of Muskoka,
Regional Municipality of York:
Township of Georgina,
Georgina Islands Indian Reserve
Town of East Gwillimbury)

33 King St. W.
P. O. Box 629
Oshawa L1H 8K1
416-433-6240
Zenith 37100
(County of Victoria, Regional
Municipality of Durham)

1355 Bank St.
Ottawa K1H 8K7
613-523-9760
Toll-free 1-800-267-9745
(Regional Municipality of
Ottawa-Carleton, Counties of
Lennox-Addington, Dundas, Frontenac,
Glengarry, Grenville, Lanark,
Leeds, Prescott,
Renfrew, Russell, Stormont)

199 Larch St., 6th Flr.
Ontario Government Bldg.
Sudbury P3E 5P9
705-675-4351
Toll-free 1-800-461-1564
(Districts of Algoma, Manitoulin,
Sudbury, Regional Municipality
of Sudbury)

435 James St. S.
P. O. Box 5000
Thunder Bay P7C 5G6
807-475-1681
Toll-free 1-800-465-5025
(Districts of Kenora, Rainy River,
Thunder Bay)

2300 Yonge St.
Toronto M4P 1H6
416-487-1361
Zenith 71800
(Regional Municipality of
Metropolitan Toronto,
Regional Municipality of York:
Towns of Aurora, Markham,
Newmarket, Richmond Hill, Vaughan,
Whitchurch-Stouffville,
Township of King)

250 Windsor Ave.
Ontario Government Bldg.
Windsor N9A 6V9
519-252-4404
Toll-free 1-800-265-1540
(Counties of Essex, Kent)

SPECIAL INVESTIGATIONS BRANCH

REVENUE 7

33 King St. W.
Oshawa L1H 8H5
416-433-6900

This branch undertakes special audits and investigations regarding tax compliance problems, with special emphasis on the prevention of tax evasion, and recommends prosecution where there is evidence of evasion. It also deals with voluntary disclosure of tax irregularities.

TAX APPEALS BRANCH

REVENUE 8

33 King St. W.
Oshawa L1H 8H5
416-433-6029

The branch processes all appeals filed under the following statutes administered by the Ministry: the **Corporations Tax Act**, the **Mining Tax Act**, the **Fuel Tax Act**, the **Gasoline Tax Act**, the **Land Transfer Tax Act**, the **Motor Vehicle Fuel Tax Act**, the **Retail Sales Tax Act**, the **Tobacco Tax Act**, the **Ontario Guaranteed Annual Income Act**, the **Ontario Pensioners Property Tax Assistance Act** and the **Small Business Development Corporations Act**. This service consolidates the appeal functions previously performed independently by branches of the Ministry. Forms may be obtained by contacting the branch or local Retail Sales Tax Offices (see list under this Ministry's Retail Sales Tax Branch entry).

TAX SYSTEM OPERATIONS AND DESIGN DIVISION

REVENUE AND OPERATIONS RESEARCH
BRANCH

REVENUE 9

33 King St. W.
Oshawa L1H 8H5
416-433-5623

This branch provides staff support to the Tax Revenue and Grants Program including: the coordination of the planning, resource allocation and control process; the development of techniques to increase the efficiency and effectiveness of administrative and delivery mechanisms of branches within the program; **tax related research**; the monitoring of tax revenue; and the coordination of changes in legislation.

The branch is also responsible for liaising between the Ministries of Revenue, and Treasury and Economics, as well as other federal and provincial tax authorities.

TAXATION DATA CENTRE

REVENUE 10

33 King St. W.
Oshawa L1H 8H5
416-433-5858

This branch is responsible for processing revenues received under the **taxing** statutes, as well as the payment of refunds and grants to the public. The branch also provides data processing support for the Tax Revenue and Grants Program.

TAXPAYER SERVICES BRANCH

REVENUE 11

33 King St. W.
Oshawa L1H 8H5
416-433-6127

This branch provides information on the Tax Revenue and Grants programs. These include Ontario Tax Grants for Seniors, Ontario **Tax Credits**, Guaranteed Annual Income System (GAINS), Corporations Tax, Motor Fuels and Tobacco Tax, and Small Business Development Corporations. Program information is provided through a wide variety of communications activities such as telephone enquiries, **publications**, audio-visual presentations and information sessions.

Information can be obtained by calling the multilingual Information Centre free of charge from anywhere in Ontario: Metro Toronto (965-8470), Oshawa (433-5155), Area Code 807, (1-800-263-3792), Area Code 416, (1-800-263-7700), all other areas (1-800-263-3960). Northern Ontario residents may also contact their nearest Northern Affairs Officer by asking the operator for Zenith 33160.

Metro Toronto residents can obtain information and publications by visiting the Toronto **Public Enquiry Centre** at 50 Grosvenor Street, (one block south of Wellesley St. west of Bay St.). Oshawa area residents can visit the Public Enquiry Centre at 33 King St. West. Both Centres will accept tax payments and assist **seniors** in completing Ontario Property Tax Grant applications.

PROPERTY ASSESSMENT PROGRAM

POLICIES AND PRIORITIES BRANCH

REVENUE 12

33 King St. W.
Oshawa L1H 8H5
416-433-5757

This branch provides staff support to the Assistant Deputy Minister. It is responsible for monitoring the effectiveness of **assessment** policy and legislation, for policy liaison with federal, provincial and municipal authorities, for strategic planning, budgeting and evaluation, and for public information.

ASSESSMENT SERVICES DIVISION

DATA SERVICES AND DEVELOPMENT BRANCH

REVENUE 13

33 King St. W.
Oshawa L1H 8H5
416-433-5680

This branch is responsible for **assessment** information management, including the supply of **computer** data services to Regional Assessment Offices, municipalities and school boards. It also develops new assessment and data processing systems, including **OASYS (Ontario Assessment System)**.

FIELD OPERATIONS BRANCH

REVENUE 14

33 King St. W.
Oshawa L1H 8H5
416-433-5805

Through regional offices throughout Ontario (listed below), this branch **assesses** all **real property** for purposes of municipal and school taxation and, in **unorganized territories**, for **Provincial Land Taxes**. It undertakes **municipal enumerations** which produce municipal **voters** lists, lists of persons who can be called for **jury** duty, identification of supporters for **schools** and demographic **statistics**. The branch serves municipal governments, other Ontario ministries which use data as a basis for distribution of municipal grants, and other programs. Inquiries regarding property taxation, tax certificates, municipal voters lists and municipal population should be referred to the clerk or treasurer of the appropriate municipality. School support issues should be referred to the relevant public or separate school board.

REGIONAL ASSESSMENT OFFICES

(Zenith numbers are effective only
in an office's area of
responsibility)

109 Ferris Lane
Barrie L4M 2Y1
705-728-2270
If long distance dial
1-800-461-4230
(Simcoe)

113 Hastings St. N.
P.O. Box 667
Bancroft K0L 1C0
613-332-1440
in area code 613, dial
1-800-267-0538
in area codes 416, 519, 705, dial
1-800-267-0542
(Trenton sub-office)

- Pine St. E.
P.O. Box 150
Bracebridge P0B 1C0
705-645-5204
If long distance dial
1-800-461-4316
(Muskoka)
- 63 Charing Cross
Brantford N3R 7K9
519-759-6310
If long distance dial
1-800-265-9990
(Brant, Haldimand-Norfolk)
- 2479 Parkedale Ave.
P.O. Box 712
Brockville K6V 3H2
613-342-8242
If long distance dial
1-800-267-0836
(Lanark, Leeds, Grenville)
- 150 Main St., 4th Flr.
Cambridge N1R 1W3
519-623-5210
In Kitchener dial 653-7356
If long distance ask operator
for Zenith 49090
(Waterloo)
- P.O. Box 1140
435 Grand Ave. W.
Chatham N7M 5L8
519-354-5460
If long distance dial
1-800-265-0584
(Kent, Lambton)
- 995 William St.
P.O. Box 280
Cobourg K9A 4K8
416-372-2258
1-800-263-7905
(Trenton sub-office)
- 132 Second St. E.
Box 219
Cornwall K6H 5S7
613-933-7100
If long distance dial
1-800-267-7194
(Prescott, Russell, Stormont,
Dundas, Glengarry)
- 479 Government Rd.
P.O. Box 3000
Dryden P8N 3B3
807-223-5351
If long distance ask operator
for Zenith 50960
(Thunder Bay sub-office)
- 533 Mowat Ave.
Fort Frances P9A 1Z1
807-274-3283
If long distance ask operator
for Zenith 50960
(Thunder Bay sub-office)
- 57 Napier St.
P.O. Box 190
Goderich N7A 3Z2
519-524-7326
If long distance dial
1-800-265-5192
(Huron, Perth)
- 286 Victoria Rd. N.
Guelph N1E 5J3
519-821-7440
If long distance dial
1-800-265-8365
(Dufferin, Wellington)
- 119 King St. W.
Box 2112
Provincial Office Tower
Hamilton L8N 3Z9
416-521-7469
(Wentworth)

300 McClellan Ave.

Kenora P9N 1A8

807-468-5585

If long distance ask operator
for Zenith 50960

(Thunder Bay sub-office)

1055 Princess St., Ste. 201

Ontario Government Bldg.

Kingston K7L 4Y8

613-545-4475

If long distance ask operator
for Zenith 47360

(Frontenac, Lennox, Addington)

6 Tweedsmuir Rd., 3rd Flr.

Kirkland Lake P2N 1H9

705-567-9285

If long distance ask operator
for Zenith 98395

(Timmins sub-office)

33 Lindsay St. S.

P. O. Box 267

Lindsay K9V 4S1

705-324-1622

If long distance

in area code 705 dial

1-800-461-0314

in area codes 416, 519, 613, dial

1-800-461-0317

(Haliburton, Peterborough,
Victoria)

15 Manitowaning Rd.

Little Current P0P 1K0

705-368-2510

If long distance ask operator
for Zenith 49860

(Sudbury sub-office)

1420 Wellington Rd.

Superstore Mall

London N6E 3A2

519-681-0050

If long distance ask operator
for Zenith 63310

(Elgin, Middlesex, Oxford)

2 Robert Speck Pkwy., 4th Flr.

Mississauga L4Z 1T3

416-270-8050

If long distance dial

1-800-387-5909

(Halton-Peel)

1650 Main St. W.

P. O. Box 167

North Bay P1B 8H2

705-474-6150

If long distance ask operator
for Zenith 51280

(Nipissing, Parry Sound)

460 Oak St.

Newmarket L3Y 3X6

416-895-8644 (Newmarket)

If long distance

in area code 416, dial

1-800-263-3224

in area codes 519, 613, 705, dial

1-800-263-3233

(York)

2305 St. Laurent Blvd.

Ottawa K1G 4J8

613-526-3890

If long distance ask operator
for Zenith 45980

(Ottawa-Carleton)

345 Eighth St. E.

P. O. Box 670

Owen Sound N4K 5R4

519-371-1121

If long distance dial

1-800-265-3187

(Bruce, Grey)

10 Miller St.

Parry Sound P2A 1S8

705-746-9302

If long distance ask operator
for Zenith 51280

(North Bay sub-office)

24 Pembroke St. W.

Pembroke K8A 5M3

613-735-0181

If long distance dial

1-800-267-1095

(Renfrew)

55 George St. N.

Peterborough K9J 3G2

705-743-0330

If long distance in area code 705 dial

1-800-461-1933

In area codes 416, 519, 613, dial

1-800-461-1962

(Lindsay sub-office)

700 North Christina St.

Sarnia N7V 3C2

519-336-3991

If long distance dial

1-800-265-0584

(Chatham sub-office)

180 Brock St.

Sault Ste. Marie P6A 3B7

705-949-3941

If long distance dial

1-800-461-2207

(Algoma)

43 Church St.

Box 1270

St. Catharines L2R 7A7

416-688-0233

If long distance dial

1-800-263-5753

(Niagara)

199 Larch St., 12th Flr.

Provincial Tower

Sudbury P3E 5P9

705-675-4200

If long distance ask operator

for Zenith 49860

(Manitoulin, Sudbury)

55 Doncaster Ave.

Thornhill L3T 1L7

416-889-9503

(North York)

115 Johnson Ave.

Thunder Bay P7B 2V9

807-345-1221

If long distance ask operator

for Zenith 50960

(Kenora, Rainy River, Thunder Bay)

145 Wilson Ave.

Timmins P4N 2T2

705-264-9455

If long distance ask operator

for Zenith 98395

(Cochrane, Timiskaming)

90 Eglinton Ave. E., Ste. 300

Toronto M4P 3A5

416-486-6300

(City of Toronto)

7 Overlea Blvd.

Toronto M4H 1A8

416-423-1240

(Scarborough, East York)

4 Eva Rd.

Toronto (Etobicoke) M9C 2A8

416-621-9400

(Etobicoke, York)

80 Division St.

P. O. Box 520

Trenton K8V 5R7

613-392-2501

If long distance

area code 613, dial

1-800-267-0538

area codes 416, 519, 705, dial

1-800-267-0542

(Hastings, Northumberland, Prince

Edward)

605 Rossland Rd. E.

Box 270

Whitby L1N 5S1

416-668-9351

If long distance ask operator

for Zenith 67140

(Durham)

250 Windsor Ave., 5th Flr.
Windsor N9A 6V9
519-254-3771
If long distance dial
1-800-265-5841
(Essex)

SPECIAL PROPERTIES BRANCH

REVENUE 15

33 King St. W.
Oshawa L1H 8H5
416-433-5700

This branch provides valuation expertise and advice to regional **assessment** offices on properties of all types. It also undertakes the defence of complex assessments under judicial appeal and develops assessment valuation procedures and techniques.

INFORMATION TECHNOLOGY DIVISION

**STRATEGIC PLANNING AND RESEARCH
SECTIONS**

REVENUE 16

33 King St. W.
Oshawa L1H 8H5
416-433-6809

These (four) sections are responsible for new products and applications **research** integrated office **technologies** (office automation, computer graphics and word processing), End-User Information and Support (walk-in centre and new product demonstration centre) and management support (strategic business and technology planning).

**INFORMATION SYSTEMS DEVELOPMENT
BRANCH**

REVENUE 17

33 King St. W.
Oshawa L1H 8H5
416-433-6795

This branch is responsible for the traditional **systems development** and maintenance functions of ITD. This encompasses the design, programming, testing and implementation of new data processing systems and the enhancement, maintenance and replacement of existing programs on a life-cycle basis.

**MINISTRY SYSTEMS AND FACILITIES
MANAGEMENT BRANCH**

REVENUE 18

33 King St. W.
Oshawa L1H 8H5
416-433-6886

This branch is responsible for running the Ministry's complete portfolio of production systems, using on-site/off-site computer installations, and for the Ministry's development facility.

FINANCE AND ADMINISTRATION SECTION

REVENUE 19

33 King St. W.
Oshawa L1H 8H5
416-433-6793

This section ensures that the Division is provided with resources, financial management and efficient support services.

CORPORATE RESOURCES DIVISION

ADMINISTRATIVE AND FINANCIAL SERVICES
BRANCH

REVENUE 20

33 King St. W.
Oshawa L1H 8H5
416-433-5905

The Administration Section (433-5297) provides the Ministry with purchasing, storage, mailing, security and other central services.

The Finance Section (433-5915) processes accounts payable and provides accounting services for all expenditures including payroll and employee benefits.

COMMUNICATIONS SERVICES

REVENUE 21

33 King St. W.
Oshawa L1H 8H5
416-433-5780

Communications Services informs the public, client groups and the media about the Ministry's activities. It establishes communications policy, provides communications support to the Minister and Deputy Minister and advises branches on communications matters. It also offers audio-visual, photographic, graphics and exhibit services to the Ministry. Other activities include advertising agency liaison and publication production/distribution.

Communications administers a **library** (433-6135) covering aspects of **tax, property assessment, public finance**, legislation, and government and **business** administration. The Public Information Centre (Ministry **reading room**), attached to the library, provides public access to all Ministry publications, statutes, regulations, and most manuals and internal procedures.

Communications also coordinates the Ministry **French** language and customer service programs.

FINANCE AND PRIORITIES PLANNING BRANCH

REVENUE 22

33 King St. W.
Oshawa L1H 8H5
416-433-5660

This branch develops the Ministry's financial and resource plan. It prepares and coordinates Ministry estimates through all stages, and develops and administers operational performance and control (Management by Results). The branch maintains the Ministry's resource utilization and control system and reallocates when necessary. It acts as a liaison between the Ministry and central agencies, especially Management Board, and provides information and support to the Deputy Minister and senior management.

PERSONNEL SERVICES BRANCH

REVENUE 23

33 King St. W.
Oshawa L1H 8H5
416-433-6092

This branch is responsible for: establishing Ministry personnel policies and procedures; creating appropriate classification and compensation levels for Ministry employees; recruiting staff; counselling employees; coordinating staff training and development; investigating employee grievances; and handling all matters affecting work conditions and performance. The branch maintains the Ministry's personnel, payroll and employee benefit records. It provides liaison between the Ministry and the Human Resources Secretariat, Management Board of Cabinet, and Ontario Public Service Employees Union (OPSEU). The branch also plans, develops and coordinates the **Affirmative Action Program** to improve the status of the Ministry's female employees with the aim of ensuring equal opportunity for women.

PROVINCE OF ONTARIO SAVINGS OFFICE

REVENUE 24

PROVINCE OF ONTARIO SAVINGS OFFICE

The Province of Ontario Savings Office (**POSO**), established in 1921, operates twenty-one branches which provide **banking** services to the public in fifteen Ontario communities. Deposits received by POSO from the public are carried in individual accounts which pay competitive interest rates with generous chequing privileges. Other financial services such as safety deposit boxes, travellers' cheques, money orders and the purchase and sale of securities are available. Offices across Ontario are listed alphabetically by community:

34-36 Talbot St.
Alymer N5H 1J7
519-765-1286

171 Sparks St.
Ottawa K1P 5B9
613-566-3700

138 Dalhousie St.
Brantford N3T 2J3
519-753-4131

825 Second Ave. E.
Owen Sound N4K 5P3
519-376-6025

153 Wyndham St. N.
Guelph N1H 4E9
519-821-2101

40 Pembroke St. W.
Pembroke K8A 6X3
613-732-7821

2 King St. W.
Hamilton L8P 1A1
416-528-6391

49 Main St. S.
Seaforth N0K 1W0
519-527-0210

318 Ottawa St. N.
Hamilton L8H 4A1
416-547-6202

106 King St.
St. Catharines L2R 6W8
416-688-4661

353 Richmond St.
London N6A 3C2
519-432-1197

134 Queen St.
St. Marys N0M 2V0
519-284-2260

328 Bay St.
Toronto M5H 2S7
 416-363-7282

97 Danforth Ave.
Toronto M4K 1N2
 416-463-1117

2035 Danforth Ave.
Toronto M4C 1J8
 416-698-8320

Queen's Park, Rm. M1-40
 Macdonald Block
Toronto M7A 2A9
 416-965-1785

112 St. Clair Ave. W.
Toronto M4V 2Y3
 416-925-3887

439 University Ave.
Toronto M5G 1Y8
 416-965-3891

236 Durham St.
Walkerton N0G 2V0
 519-881-3321

372 Ouellette Ave.
Windsor N9A 1A6
 519-254-4324

396 Dundas St.
Woodstock N4S 1B7
 519-537-8194

ACTS

ACTS

REVENUE 25

The following is a list of Acts administered by the Ministry of Revenue. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal services branch or information/communications branch.

Agricultural Development Finance Act
 Assessment Act
 City of Toronto 1981 Assessment Complaints Act, 1982
 Corporations Tax Act
 Fuel Tax Act, 1981 (in force Sept. 1, 1982)
 Gasoline Tax Act
 Income Tax Act
 Land Transfer Tax Act
 Mining Tax Act
 Ministry of Revenue Act
 Ontario Guaranteed Annual Income Act
 Ontario Pensioners Property Tax Assistance Act
 Provincial Land Tax Act
 Race Tracks Tax Act
 Retail Sales Tax Act
 Small Business Development Corporations Act
 Tobacco Tax Act

MINISTRY OF SKILLS DEVELOPMENT

101 Bloor St. W., 13th Flr.
Toronto, M5S 1P7
416-965-8282

The creation of the Ministry of Skills Development, in March 1985, reflected the urgent need to consolidate the Government's extensive training, experience and employment initiatives, to upgrade the capacity of the Government to respond to immediate and changing labour market needs and to provide both a consistent public perspective on the Government's efforts and a single window in dealing with the Federal Government in this area of dual jurisdiction.

Ontario's involvement in skills development had grown in recent years. Thirty-one government training programs were administered by 12 different ministries and agencies and another 16 youth employment and experience programs were administered by six ministries. Improved co-ordination of a number of these programs was initiated in 1984 under the umbrella of Ontario Youth Opportunities and the Ontario Skills Fund. The creation of the Ministry of Skills Development extended and consolidated this process.

Upon formation, the Ministry took under its charge the powers and duties of the Skills Development Division from the Ministry of Colleges and Universities; the Youth Secretariat from the former Secretariat for Social Development; the office of the Youth Commissioner, Ontario Youth Opportunities and Ontario Skills Fund from the Ministry of Treasury and Economics; the Ontario Manpower Commission from the Ministry of Labour, and the Ontario Youth Employment Program from the former Ministry of Municipal Affairs and Housing.

With the merging of resources a new framework evolved. The objectives of the Ministry are: to develop and upgrade skills to enhance the employability of individuals; to contribute to Ontario's economic growth by helping employers achieve their skills development goals; to improve access to training and employment for employed and unemployed individuals, persons with special needs and targeted groups that encounter particular employment barriers, and to coordinate institutional and on-the-job training programs to increase training effectiveness and employment mobility.

DEPUTY MINISTER'S OFFICE

LEGAL SERVICES

101 Bloor St. W., 13th Flr.
Toronto M5S 1P7
416-965-5924

SKILLS 1

This unit provides the Ministry of Skills Development with general legal services, counselling on the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents.

COMMUNICATIONS AND MARKETING BRANCH

101 Bloor St W, 11th Flr.
Toronto M5S 1P7
416-965-8276

SKILLS 2

The Communications and Marketing Branch provides communications support to the Minister, Deputy Minister and program branches. Editorial, marketing and media rela-

tions staff produce news releases, speeches, publications, and audio visual materials; organize special events; and disseminate information about the Ministry's programs and services to the media, the general public and Ministry client groups.

ONTARIO MANPOWER COMMISSION

SKILLS 3

500 University Ave., Ste. 610

Toronto M5G 1V7

416-965-2820

Since its inception in 1979, the Ontario Manpower Commission has undertaken specific **research** and analytic studies of selected occupational areas, industrial sectors and segments of the labour force. A number of publications are available to the public.

The Commission, through a number of activities, has also encouraged employers to develop **human resource planning** often in conjunction with the Canada Employment and Immigration Commission. These activities have included a business-labour human resource planning conference, employer workshops, and a human resource study of the automotive industry.

An **Institute for Skills Training** is being established by the Ministry to develop training products and services, as part of Ontario's Training Strategy. A Steering Committee, comprised of representatives from Government, business, labour and education will advise the Ministry on matters relating to structure, staffing and service objectives.

POLICY AND DEVELOPMENT DIVISION

POLICY AND DEVELOPMENT DIVISION

SKILLS 4

101 Bloor St. W., 12th Flr.

Toronto M5S 1P7

416-965-8634

The Policy and Development Division, headed by an Assistant Deputy Minister, provides support to the Deputy Minister and senior management in development and coordination of policy, strategic planning, resource allocation, management and program planning, evaluation of programs, negotiation and monitoring of federal training initiatives, interministerial liaison and market research. The Division incorporates three main areas:

The **Policy and Planning Branch** encompasses the Corporate Policy, Policy Development and Access Policy units. It identifies issues, develops options necessary to fulfill the Ministry's mandate, addresses strategic planning concerns, provides policy support and services to the Ministry's program managers and liaises internally and with other governments and organizations on policy-related matters.

The **Federal/Provincial Relations Group** consists of two units: Policy and Planning. Planning support for training purchase arrangements under the **Canada-Ontario Agreement on Training** and policy in areas of training and human resources development involving the Federal Government, are provided by this Group.

The **Planning and Development Group**, comprising the Management Planning and Liaison and Program Development and Evaluation units, designs and develops management processes and coordinates program planning, design and evaluation.

Publications include: 'Training as a Strategic Investment for Economic Growth' and

Ontario's Training Strategy, 'Breaking New Ground' (available to the public through the Communications and Marketing Branch 965-8276).

FINANCE AND ADMINISTRATION DIVISION

FINANCE AND ADMINISTRATION DIVISION

SKILLS 5

101 Bloor St. W., 11th Flr.

Toronto M5S 1P7

416-965-9800

This Division provides corporate financial, personnel, audit and administrative support to the Ministry.

SKILLS TRAINING DIVISION

SKILLS TRAINING DIVISION

SKILLS 6

Mowat Block, 23rd Flr.

900 Bay St.

Toronto M7A 1L2

416-965-7101

The Skills Training Division, headed by an Assistant Deputy Minister, incorporates the Ministry's short and long-term, employer-based and pre-employment initiatives for adults, delivered through Ontario Skills Development Offices at the Community Colleges of Applied Arts and Technology. The Division is comprised of the Training Support Services and Apprenticeship Branches.

The **Training Support Services Branch** (Mowat Block, 23rd. Flr., 900 Bay St., Toronto M7A 1L2, 416-965-7101) administers programs designed to support the **employment training** activities of business, industry and individuals. The Branch coordinates and administers **Ontario's Training Strategy**.

The **Access Program Unit** (965-3079) administers programs which assist individuals to overcome barriers to training. The **Ontario Basic Skills Program** equips workers with basic job entry literacy and numeracy skills. Training support allowances are available to help cover the costs of child care, transportation and accommodation. A Training Hotline (1-800-387-5656) accesses training services for employers. A special project fund is available to encourage innovative approaches to training and meet special access needs. This Unit oversees 17 Help Centres which offer employment counselling and training information to unemployed workers.

The **Employer Services Unit** (965-6164) coordinates and supports 45 **Ontario Skills Development Offices** operated by Colleges of Applied Arts and Technology, which provide expert advice, consulting services, and information on human resource development, as required by Ontario firms. Instructional costs to firms can be offset through incentive funding offered under the Ontario Training Strategy to encourage greater participation in training.

The **Community Resources Unit** (963-1100) supports a network of 47 Community Industrial Training Committees which assess community employment needs and training of skilled workers and help to implement employer-based training programs.

The **Training Materials Development Unit** (965-6327) develops profiles, curricula, and other materials, for use by industry and business in employee training programs.

The **Apprenticeship Branch** (Mowat Block, 9th Flr., 900 Bay St., Toronto M7A 1L2, 416-965-3114) administers long-term, on-the-job industrial and business programs designed to assist employers and individuals to achieve their skills development goals and contribute to Ontario's economic growth.

The Apprenticeship (963-3114), Enforcement (965-6157) and Field Services sections administer and enforce the **Apprenticeship and Tradesmen's Qualification Act** and its regulations. They are responsible for competency assessment, curriculum and training standards and materials for Apprenticeship and Ontario Modular Training Programs.

Industrial Training Consultants located in 28 community **field offices** throughout Ontario, listed below, assist potential and active trainees, employers and labour representatives with their **skills development** needs and monitor the effectiveness and efficiency of training programs.

The Apprenticeship Branch coordinates the **Trades Upgrading Program** under Ontario's Training Strategy (965-2651), which provides specific short-term courses to upgrade and/or update the skills of Journeymen.

Regulations under the Apprenticeship and Tradesmen's Qualification Act set standards and conditions of training for employment in regulated trades. Compulsory **trade certification** is required for the following: construction (e.g., electricians, plumbers, refrigeration and air-conditioning mechanics, sheet metal workers, steam fitters, etc.); motive power trades (e.g., motor vehicle mechanics, auto body repairers) and service trades (e.g., hairstylists). Certification is voluntary for many other regulated trades (e.g., carpenters, machinists, tool and die makers, mould-makers).

FIELD OFFICES

Ontario Government Bldg.
114 Worsley St.

Barrie L4M 1M1
705-737-1431

If long distance, ask operator
for Zenith 20860

210 Dundas St. E., Ste. 305

Belleville K8N 5G8
613-968-5558

If long distance, ask operator
for Zenith 20860

14 Holiday Inn Dr.
P. O. Box 1750

Brantford N3T 5V7
519-756-5197

If long distance, ask operator
for Zenith 20860

Ontario Government Bldg.
Oxford St., Box 1511

Brockville K6V 5Y6
613-342-5481

If long distance, ask operator
for Zenith 20860

St. Clair College
Thames Campus

P. O. Box 2017
Chatham N7M 5W4
519-354-9100, ext. 243

St. Lawrence College
Mille Roches Hall

801-4th St. E.
Cornwall K6H 2K2

613-938-9702
If long distance, ask operator
for Zenith 20860

Ontario Government Bldg.

119 King St. W., 7th Flr.

P. O. Box 2112

Hamilton L8N 3Z9

416-521-7764

If long distance, ask operator
for Zenith 20860

227 2nd St. S.

Kenora P9N 1G1

807-648-3325

If long distance, ask operator
for Zenith 20860

Ontario Government Bldg.

1055 Princess St., Ste. 306

Kingston K7L 5T3

613-545-4338

If long distance, ask operator
for Zenith 20860

520 First St., Unit 19

London N5V 3C6

519-453-7190

If long distance, ask operator
for Zenith 20860

165 Dundas St. W., 10th Flr.

Mississauga L5B 2N6

416-897-1551

If long distance, ask operator
for Zenith 20860

1500 Fisher St.

Northgate Plaza, 2nd Flr.

North Bay P1B 2H3

705-474-5546

If long distance, ask operator
for Zenith 20860

132 Allan St.

Oakville L6J 3N5

416-842-2454

If long distance, ask operator
for Zenith 20860

Durham College

Adult Training Centre

P. O. Box 385

Oshawa L1H 7L7

416-576-0171

If long distance, ask operator
for Zenith 20860

1355 Bank St., Ste. 406

Ottawa K1H 8K7

613-731-7100

If long distance, ask operator
for Zenith 20860

220 11th St. E., Ste. 108

Nor-Towne Plaza

Owen Sound N4K 1T9

519-376-5790

If long distance, ask operator
for Zenith 20860

315 Pembroke St. E., Rm. 101

Pembroke K8A 3K2

613-735-3911

If long distance, ask operator
for Zenith 20860

306 George St. N.

Peterborough K9J 3H2

705-743-4172

If long distance, ask operator
for Zenith 20860

Court House Bldg.

59 Church St., Rm. 4124

P. O. Box 1240

St. Catharines L2R 7A7

416-684-8543

If long distance, ask operator
for Zenith 20860

1323 Exmouth St., Ste. 203

Sarnia N7S 3Y1

519-542-7705

If long distance, ask operator
for Zenith 20860

421 Bay St.
 Station Tower, 4th Flr.
Sault Ste. Marie P6A 1X3
 705-942-4420
 If long distance, ask operator
 for Zenith 20860

450 Notre Dame Ave.
Sudbury P3C 5K8
 705-675-4481
 If long distance, ask operator
 for Zenith 20860

1265 East Arthur St.
 West Arthur Place, 4th Flr.
Thunder Bay P7E 6E7
 807-475-1605
 If long distance, ask operator
 for Zenith 20860

20 Wilcox St.
Timmins P4N 3K6
 705-264-2354
 If long distance, ask operator
 for Zenith 20860

558 Yonge St., 2nd Flr.
Toronto M4Y 1Z1
 416-965-4211
 (Central)

2380 Eglinton Ave. E.
 Kenlinton Plaza, Ste. 233
Toronto M1K 5G5
 416-750-3533
 (East)

421 King St. N.
Waterloo N2J 4E4
 519-884-5460
 If long distance, ask operator
 for Zenith 20860

1427 Ouellette Ave., 2nd Flr.
Windsor N8X 1K1
 519-254-8654
 If long distance, ask operator
 for Zenith 20860

YOUTH EMPLOYMENT SERVICES BRANCH

SKILLS 7

700 Bay St., 2nd Flr.
 Toronto M5G 1Z6
 416-963-2255

The Youth Employment Services Branch administers **youth employment** programs and operates a telephone Hotline (1-800-387-0777) which provides information to youth and employers.

FUTURES delivered through local youth employment counselling centres and community colleges of applied arts and technology, provides employment-disadvantaged young people with **counselling**, basic life skills and work placements to enhance their skills and employability. Placements are guaranteed for up to one year in exchange for a commitment to educational upgrading.

The **Ontario Summer Employment Program (OSEP)** (in Toronto 585-7399, elsewhere in Ontario 1-800-387-1290) subsidizes private sector **employers** who create summer jobs for young people. Under the **Experience Program**, (585-6454) Ontario government ministries offer career-related employment through their own offices and their associated community agencies.

Start-Up (965-3540) encourages entrepreneurial activity among young people to help them develop business skills. **Student Venture Capital** and **Youth Venture Capital** operate under the Start-Up program and make **loans** available to **students** who wish to operate summer businesses, and to young graduates wishing to operate year-round businesses. More information is available by calling the toll-free **Youth Hotline** (1-800-387-0777).

The branch funds community-based **Youth Employment Counselling Centres** which help unemployed young people who are socially, economically and/or educationally disadvantaged develop the skills necessary to secure employment.

Youth Trusts (965-5722) are organized through the Special Projects Unit of the Branch. These community-based action groups develop and implement plans to reduce youth unemployment at a local level. The **Youth Trust Fund subsidizes** exceptional employment-related projects and offers limited financial assistance to support Youth Trust activities where need is demonstrated.

ACTS

SKILLS 8

ACTS

The Minister of Skills Development administers the following Acts.

Apprenticeship and Tradesmen's Qualification Act
Ontario Youth Employment Act

MINISTRY OF THE SOLICITOR GENERAL

25 Grosvenor St.
 Toronto M7A 1Y6
 416-965-5212 General Inquiry

The Ministry of the Solicitor General was created in 1972 by an Act of that name, with responsibility for law enforcement and public safety in Ontario. Its programs include supervision of the Ontario Provincial Police, the Ontario Police Commission, the Ontario Police Arbitration Commission, the Chief Coroner's Office, the Centre of Forensic Sciences, the Office of the Fire Marshal, Forensic Pathology, and Emergency Planning.

POLICY AND PROGRAM DEVELOPMENT DIVISION

LEGAL BRANCH

SOL GEN 1

25 Grosvenor St., 11th Flr.
 Toronto M7A 1Y6
 416-965-3440

Legal services and counselling provided to the Ministry by this branch include: interpretation of statutes and regulations; preparation and review of proposed legislation, regulations, other legal documents and litigation; settlement of claims; acting at court hearings, etc.. The Legal Branch is responsible to the Attorney General's Office.

LEGAL BRANCH

SOL GEN 2

RETAIL BUSINESS HOLIDAYS ACT
 416-922-5450

The Retail Business Holidays Act referred to as the 'store closing law' came into force January 1, 1976, to provide for common days of rest on which retailing is kept to a minimum and leisure time activity is encouraged. It is enforced by the police and requires Ontario retail business establishments, with certain exemptions, to close each Sunday, New Year's Day, Good Friday, Victoria Day, Dominion Day, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day. For legal problems or authoritative interpretations of the law, refer to the Act (available at the Ontario Government Bookstore, 880 Bay St., Toronto, 965-2054), or consult a lawyer. An explanatory pamphlet can be obtained by writing to: Store Closing Law, 25 Grosvenor St., 11th Floor, Toronto M7A 1Y6. Telephone number 922-5450 provides recorded information on the Act.

POLICY DEVELOPMENT AND COORDINATION BRANCH

SOL GEN 3

25 Grosvenor St., 11th Flr.
 Toronto M7A 1Y6
 416-965-2049

The Policy Development and Coordination Branch is responsible for defining long and short term policies on the delivery of public safety services. In addition to projects initiated by branch staff, it coordinates policy development activities undertaken by other areas of the Ministry.

COMMUNICATIONS SERVICES BRANCH

SOL GEN 4

25 Grosvenor St., 11th Flr.
Toronto M7A 1Y6
416-965-6170

The Communications Services Branch responds to the media, the public and Ministry staff on questions pertaining to Ministry business. It arranges interviews and news conferences for the Solicitor General and senior Ministry officials.

The Director, Communications Services Branch, prepares speeches, statements and news releases and advises the Solicitor General, Deputy Solicitor General and senior Ministry officials on communications and public relations as requested or required. The director also researches questions from the opposition parties, oversees the activities of the **French Language** Coordinator and supervises the preparation of the Ministry's annual report.

PROGRAM RESOURCES DIVISION

FINANCIAL AND ADMINISTRATION SERVICES BRANCH

SOL GEN 5

25 Grosvenor St., 12th Flr.
Toronto M7A 1Y6
416-965-8446

The branch provides the Ministry with administrative and financial services, program analysis and budgeting and accounting functions.

Accounting functions include payroll and expense account services, accounts payable, and control and recording of ministry expenditures and revenues. The branch liaises with Management Board of Cabinet, the Provincial Auditor and other government ministries and agencies. It develops the Ministry's estimates and performs program analysis and budget control functions. A financial consulting service is provided to operational programs of the Ministry.

Administrative services include purchasing of goods and services, printing and duplicating, mail and transportation services and assets management.

HUMAN RESOURCES SERVICES BRANCH

SOL GEN 6

8 York St., 2nd Flr.
Toronto M7A 2H2
416-965-6784

Mailing Address:

Human Resources Services Branch
90 Harbour St.
Toronto M7A 2S1

Human Resources Services Branch performs personnel functions for the Ministry, with the exception of Ontario Provincial Police (OPP) uniformed recruitment, uniformed staff development and staff relations with the Ontario Provincial Police Association (OPPA) which are the responsibility of the OPP Career Management Branch. The Human Resources Services Branch is responsible for civilian recruitment and classification (965-8404); documentation and staff relations (965-8407); attendance and workers'

compensation (965-6133). For other functions, contact 965-6784. The branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. It is responsible for the establishment of ministry human resource policies and procedures, and appropriate classification and compensation levels for all ministry employees, staff recruitment, training and development, employee counselling, investigation of employee grievances, and all matters affecting working conditions and performance. Human Resources Services Branch maintains the Ministry's personnel and employee benefit records and provides liaison between the Ministry and the Civil Service Commission, Human Resources Secretariat, Management Board of Cabinet, and Ontario Public Service Employees Union (OPSEU).

ACCOMMODATION SERVICES BRANCH ONTARIO PROVINCIAL POLICE

SOL GEN 7

90 Harbour St.
Toronto M7A 2S1
416-965-3931

The Accommodation Services Branch provides coordinating services to all agencies within the Ministry for **buildings, properties**, leasing and parking requirements.

INFORMATION TECHNOLOGY SERVICES BRANCH

SOL GEN 8

76 College St., 5th Flr.
Toronto M5G 2E2
416-965-5127

The Information Technology Services Branch defines policy and strategy, providing computer systems development services for all areas of the Ministry.

INTERNAL AUDIT BRANCH

SOL GEN 9

25 Grosvenor St., 11th Flr.
Toronto M7A 1Y6
416-965-5020

Internal Audit Branch is responsible for the Ministry's audit functions which include the review and appraisal of Ministry financial, management and EDP controls.

PUBLIC SAFETY DIVISION

CENTRE OF FORENSIC SCIENCES

SOL GEN 10

25 Grosvenor St., 2nd Flr.
Toronto M7A 2G8
416-965-2561

The Centre of Forensic Sciences prepares legally admissible evidence for law enforcement officers, attorneys, coroners, etc., by scientific examination of physical objects and materials. It supervises Ontario's breath testing program and is responsible for the acquisition and maintenance of **breathalyzers** and the training of operators (965-9507). It maintains a **library** with **educational** programs and materials for persons and agencies using **forensic** science services.

OFFICE OF THE FIRE MARSHAL
ADMINISTRATIVE SERVICES

SOL GEN 11

7 Overlea Blvd., 3rd Flr.
Toronto M4H 1A8
416-965-4868

The Administrative Services Section provides financial management, personnel, purchasing and general support services to the Office of the Fire Marshal (OFM). The Section prepares and coordinates the budgets for thirteen cost centres within Fire Safety Services. It also coordinates the requisitioning, placement repairs/maintenance and retirement of all 218 OFM **vehicles** and manages the maintenance of all related vehicle records.

The section is also responsible for the preparation and distribution of information on the location of licensed users of **radioactive** material in Ontario.

OFFICE OF THE FIRE MARSHAL
TECHNICAL, RESEARCH AND CONSULTING SERVICES

SOL GEN 12

7 Overlea Blvd., 3rd Flr.
Toronto M4H 1A8
416-965-4851/55

Technical, Research and Consulting Services provides technical support in the investigation of fires, and **research** aimed at determining causes of fire. It issues **licences** to installers of **lightning rods** and inspects installations; advises ministries and agencies and participates in the development of **fire** legislating standards; assesses results of product tests for fire **safety** and approves plans for government-funded **buildings**, including institutions and **hotels**. It administers the **Fire Code Commission** and **Ontario Fire Code Regulation 730/81**, made under the Fire Marshals Act, and advises the public, architects, engineers and municipal officials, including fire departments, on fire prevention.

OFFICE OF THE FIRE MARSHAL
FIRE INVESTIGATION SERVICES

SOL GEN 13

7 Overlea Blvd., 3rd Flr.
Toronto M4H 1A8
416-965-4861/4865

Fire Investigation Services investigates the causes of **fires** involving a **death** or large loss, a possibility of **arson**, or a **gaseous** explosion and assists Crown attorneys and coroners dealing with these matters. Telephone numbers for Fire investigators and the areas they serve are listed below. If an investigator is not available, notify senior investigators at the Toronto office above during normal business hours. If investigators are required between 1700 hours on Friday and 0800 hours on Monday or on statutory holidays, requests should be directed to the **Regional Dispatch Centres** listed below:

District No. 1 Cottam

519-839-5177

Weekends & Holidays

Regional Dispatch Centre

Chatham Fire Department

519-352-3660

(City of Windsor)

District No. 2 Chatham

519-351-2082

Weekends & Holidays

Regional Dispatch Centre

Chatham Fire Department

519-352-3660

(County of Kent and Essex)

District No. 3 Ingersoll
519-485-5676
Weekends & Holidays
Regional Dispatch Centre
Chatham Fire Department
519-352-3660
(Counties of Elgin, Middlesex
and Oxford)

District No. 4 Hamilton
416-388-6178
Weekends & Holidays
Regional Dispatch Centre
Hamilton Fire Department
416-522-1313
(Brant County, the Region of
Haldimand-Norfolk and the
Region of Halton)

District No. 5 Hamilton
416-383-0156
Weekends & Holidays
Regional Dispatch Centre
Hamilton Fire Department
416-522-1313
(City of Hamilton)

District No. 6 Beamsville
416-563-4674
Weekends & Holidays
Regional Dispatch Centre
Hamilton Fire Department
416-522-1313
(Region of Niagara west of
Regional Road #24 and the
Region of Hamilton-Wentworth
outside city of Hamilton)

District No. 7 St. Catharines
Regional Dispatch Centre
Hamilton Fire Department
416-522-1313
(Region of Niagara east of
Regional Road #24)

District No. 8 Guelph
Regional Dispatch Centre
City of Chatham Fire Dept.
519-352-3660
(Region of Waterloo, Wellington
County south of No. 9 Highway)

District No. 9 Mount Forest
519-323-4678
Weekends & Holidays
Regional Dispatch Centre
City of Chatham Fire Dept.
519-352-3660
(Counties of Huron, Bruce, Grey,
Perth, Lambton and Wellington north
of No. 9 Highway)

District No. 10 Brampton
416-453-3816
Weekends & Holidays
Regional Dispatch Centre
Hamilton Fire Dept.
416-522-1313
(Region of Peel, County of Dufferin)

District No. 12 Frankford
613-398-7508
Weekends & Holidays
Regional Dispatch Centre
Kingston Fire Department
613-548-4001
(Counties of Northumberland,
Hastings, Victoria, Peterborough and
Prince Edward)

District No. 13 Kingston
613-389-0839
Weekends & Holidays
Regional Dispatch Centre
Kingston Fire Department
613-548-4001
(Counties of Frontenac,
Lennox and Addington,
Leeds and Grenville)

District No. 14 Cornwall

613-528-4576

Weekends & Holidays

Regional Dispatch Centre

Kingston Fire Department

613-548-4001

(Counties of Prescott & Russell
and Stormont, Dundas and Glengarry)

District No. 15 Ottawa

613-825-0336

Weekends & Holidays

Regional Dispatch Centre

Kingston Fire Department

613-548-4001

(City of Ottawa)

District No. 16 Bracebridge

705-645-9122

Weekends & Holidays

Regional Dispatch Centre

Sudbury Fire Department

705-674-8160

(County of Simcoe, Districts
of Muskoka, Parry Sound,
Haliburton and Nipissing
South of Highway No. 17)

District No. 17 Sudbury

Weekends & Holidays

Regional Dispatch Centre

Sudbury Fire Department

705-674-8160

(District of Nipissing, north of Highway
17,
Manitoulin, and Sudbury, south of
Highway 560 including the Region of
Sudbury)

District No. 18 Sault Ste. Marie

705-949-1904

Weekends & Holidays

Regional Dispatch Centre

Sudbury Fire Department

705-674-8160

(District of Algoma)

District No. 19 Thunder Bay

807-577-5866

Weekends & Holidays

Regional Dispatch Centre

Sudbury Fire Department

705-674-8160

(Districts of Thunder Bay,
Rainy River and Kenora)

*District No. 20 Metropolitan Toronto
and Region of York*

08:00 hours to 16:15 hours

Monday to Friday

416-965-4861

Weekends, Holidays and Evenings

Central Dispatch

Toronto Fire Department

416-363-2138

(Metropolitan Toronto, West of Yonge
St.

Region of York West of Hwy. #11.)

*District No. 21 Metropolitan Toronto
Region of York and Region of Durham*

08:00 hours to 16:15 hours

Monday to Friday

416-965-4861

Evenings, Weekends and Holidays

Central Dispatch

Toronto Fire Department

416-363-2138

(Metropolitan Toronto East of
Yonge St. Region of York East of
Hwy. #11 and Region of Durham)

District No. 22 Timmins

705-267-4967

Weekends & Holidays

Regional Dispatch Centre

Sudbury Fire Department

705-674-8160

(Districts of Cochrane and Timiskaming,
and Sudbury north of Highway 560)

District No. 23 Nepean

613-825-3789

Weekends & Holidays

Regional Dispatch Centre

Kingston Fire Department

613-548-4001

(Region of Ottawa-Carleton,
excluding the City of Ottawa,
Lanark and Renfrew Counties)OFFICE OF THE FIRE MARSHAL
FIRE SAFETY AND INSPECTION SERVICES

SOL GEN 14

7 Overlea Blvd., 3rd Flr.

Toronto M4H 1A8

416-963-1965

Fire Safety and Inspection Services provides **fire** safety, inspection and advisory services to a variety of facilities including **hotels, homes for special care** and motion picture **theatres**. There are 60 regional offices located throughout the province. For information call the head office, in Toronto, at the above number.

OFFICE OF THE FIRE MARSHAL
FIRE ADVISORY SERVICES

SOL GEN 15

7 Overlea Blvd., 3rd Flr.

Toronto M4H 1A8

416-965-4857

Fire Advisory Services assists **municipalities** in establishing **fire** departments, conducts fire protection **surveys** and makes recommendations to municipal councils for improving the standards of fire prevention and fire fighting services. It prepares fire fighting equipment specifications, assists fire departments in developing and improving their fire prevention and training programs; and develops and monitors **Northern Ontario** fire protection programs, providing related **statistics**.

Fire Advisory Services also administers the **Provincial Auto Extrication Grant Program** to assist municipalities in purchasing equipment used for rescuing victims in traffic **accidents**.

Headquarters

7 Overlea Blvd.

Toronto M4H 1A8

416-965-4857

Belleville District

252 College St. W.

Belleville K8P 2H5

613-962-6391

(Counties of Hastings,
Northumberland & Prince Edward)*Barrie District*

44 Carol Rd.

Barrie L4N 3P7

705-722-1199

(County of Simcoe
District of Muskoka)*Burlington District*

6606 Pantou St.

Kilbride L0P 1G0

416-335-5909

(Regions of Halton & Peel)

Chatham District

9 Spring Place

Chatham N7L 4N8

519-351-3175

(Counties of Essex, Kent & Lambton)

Dryden District

c/o 7 Overlea Blvd.

Toronto M4H 1A8

416-965-4857

(District of Kenora)

Kingston District

212 Camberley Cres.

Kingston K7M 4C4

613-384-1315

(Counties of Frontenac, Leeds & Grenville, Lennox & Addington)

London District

322 Admiral Dr.

London N5J 1J1

519-452-3060

(Counties of Elgin, Huron & Middlesex)

York-Metro District

357 Harewood Blvd.

Newmarket L3Y 6S5

416-898-6304

(Regions of Metropolitan Toronto & York)

New Liskeard District

Box 2502, Conc. 2

Harris Twp.

New Liskeard P0J 1P0

705-647-4935

(Districts of Cochrane & Timiskaming)

Niagara District

8 Atwood Cres.

Simcoe N3Y 5A4

519-426-8112

(Regions of Haldimand-Norfolk, Hamilton-Wentworth, Niagara & County of Brant & Oxford)

North Bay District

178 Beverly Rd.

North Bay P1B 7P8

705-472-5081

(Districts of Nipissing & Parry Sound)

Ottawa District

349 Montgomery St.

Vanier K1L 7X1

613-749-4401

(Region of Ottawa, Counties of Prescott & Russell, & Stormont, Dundas & Glengarry)

Owen Sound District

R.R. 2

Kemble N0H 1S0

519-371-4311

(Counties of Bruce, Dufferin & Grey)

Peterborough District

Fairbairn St., R.R. 2

Peterborough K9J 6X3

705-748-5062

(Region of Durham, Counties of Haliburton, Peterborough & Victoria)

Renfrew District

863 Kedrosky Dr.

Renfrew K7V 4C8

613-432-8674

(Counties of Lanark & Renfrew)

Sault Ste. Marie District

247 Glen Ave.

Sault Ste. Marie P6A 5E3

705-942-6610

(District of Algoma)

Sudbury District

1605 Shadybrook Place

Sudbury P3A 5H3

705-566-7720

(District of Manitoulin & Sudbury, & Region of Sudbury)

Thunder Bay East District

46 Enniskillen Ave.

Thunder Bay P7B 4L7

807-344-4687

(District of Thunder Bay)

Thunder Bay West District

435 Simon Frazer Dr.

Thunder Bay P7C 4Z9

807-475-0536

(District of Rainy River)

Waterloo District

617 Pine Island Cres.

Waterloo N2V 1M5

519-885-5988

(Region of Waterloo, Counties of Perth & Wellington)

**OFFICE OF THE FIRE MARSHAL
PUBLIC INFORMATION**

SOL GEN 16

7 Overlea Blvd., 3rd Flr.

Toronto M4H 1A8

416-965-4871

The Public Information Section has an information service on **fire** prevention and public **safety**. It releases articles and information to the news media and supplies **municipal** fire departments with technical, legal and educational publications for public distribution. The Section also publishes fire loss **statistics** and makes **films** and **audio-visual** materials available to community groups, corporations, fire departments and interested members of the public.

**OFFICE OF THE FIRE MARSHAL
STATISTICAL SERVICES**

SOL GEN 17

7 Overlea Blvd., 3rd Flr.

Toronto M4H 1A8

416-965-5524

Statistical Services compiles information from approximately ten thousand occurrence reports, comprised of fire, vehicles, response and casualty records, received each month from all the fire departments in Ontario. The information is keyed and transmitted each month to a central **computer** system which provides **statistical** and investigation information to fire investigators, insurance companies, other government agencies, news media, private companies and all fire departments in Ontario. The data is also used to compile **'Fire Losses in Ontario'**, published annually.

**OFFICE OF THE FIRE MARSHAL
ONTARIO FIRE COLLEGE**

SOL GEN 18

P.O. Box 850

Gravenhurst P0C 1G0

705-687-2294

The Ontario Fire College offers in-residence courses of study in fire protection technology to **municipal fire** department officers. Together with Fire Advisory Services, it conducts regional training for municipal fire fighters in the basic skills of fire prevention and fire fighting. It also offers curriculum assistance in the development of fire fighter training programs to county mutual fire aid associations.

OFFICE OF THE CHIEF CORONER

SOL GEN 19

26 Grenville St., 2nd Flr.

Toronto M7A 2G9

416-965-6678

After Hours: 416-965-6006

Coroners investigate sudden and unexpected **deaths**; inform the public about prevention of similar deaths; order **autopsies** for medico-legal reasons; conduct **inquests**; sign certificates for **cremation** and for shipment of bodies out of Ontario. The office administers the **Human Tissue Gift Act** and the **Anatomy Act** (concerning donation of bodies or parts of bodies for transplants, medical education or scientific research). Adults may give consent by signing the donor section of **driver licences** or a donor card available from the Office of the Chief Coroner; orally, during last illness in the presence of at least two witnesses; or in writing. The office inspects **schools** of anatomy in Ontario and supplies them with donated or unclaimed bodies. Contact Office of the Chief Coroner listed above or regional coroners listed below.

Regional Coroner

P. O. Box 3000

Dryden P8N 3B3

807-223-6956

(Northwestern Region)

Regional Coroner

P. O. Box 604

Sarnia N7T 7J4

519-344-1180

(Southwestern Region)

Regional Coroner

275 Ontario St., Ste. 402

Kingston K7K 2X5

613-548-6780

(Eastern Region)

Regional Coroner

P. O. Box 580

St. Catharines L2R 6W8

416-682-9209

(Niagara Region)

Regional Coroner

P. O. Box 2297

Orillia L3V 6S2

705-326-8400

(South Georgian Bay Region)

Regional Coroner

26 Grenville St.

Toronto M7A 2G9

416-965-6678

(Central and Metro Toronto Region)

Regional Coroner

16 Seguin St., Ste. 9

Parry Sound P2A 1B1

705-746-2123

(Algonquin Region)

FORENSIC PATHOLOGY BRANCH

SOL GEN 20

26 Grenville St.

Toronto M7A 2G9

416-965-1554

The Forensic Pathology Branch assists in determining the cause of **deaths** in unusual circumstances and in unveiling concealed homicides through **autopsies**, biological and other techniques of **forensic** science. The branch supervises regional pathologists (who are not necessarily employed by the government but are called upon by coroners when necessary

to perform forensic investigations). It supports pathologists' and law enforcement officers' continuing **education** in legal medicine and investigations of sudden deaths.

EMERGENCY PLANNING OFFICE

SOL GEN 21

25 Grosvenor St., 1st Flr.
Toronto M7A 1Y6
416-965-6932

The Emergency Planning Office, under the Public Safety Division, became active in May, 1980. With the objective of coordinating **emergency** planning in Ontario, the office's functions include: advising the Cabinet Committee on Emergency Planning; administering tasks set forth in the Province of Ontario **Nuclear** Contingency Off-site Plan; coordinating the planning for those categories of emergency assigned to the Solicitor General; monitoring other provinces' emergency plans; facilitating inter-ministry/agency coordination in emergency planning and operations; liaising with and assisting federal, provincial, municipal and private sector contributors meeting emergencies in Ontario; arranging for the loan of films/videotapes from the Federal Study Centre; organizing attendance at emergency planning courses/seminars held at the Federal Study Centre in Arnprior, Ontario; processing applications/claims for funds made available by the Federal government for emergency planning and preparedness under the **Joint Emergency Planning Program (JEPP)**.

OFFICE OF THE COMMISSIONER ONTARIO PROVINCIAL POLICE

PROFESSIONAL STANDARDS BRANCH

SOL GEN 22

ONTARIO PROVINCIAL POLICE

90 Harbour St.
Toronto M7A 2S1
416-965-2264

The Professional Standards Branch assists the Commissioner in administering internal **employee** issues, discipline procedures and the resolution of **public complaints** (965-0282) as they relate to all Ontario Provincial Police employees, auxiliary **police** members, **Ontario Government Protective Service** employees and Indian reserve special constables. The branch investigates **Police Act** offenses (965-0282) and prepares Police Act **trials**. It also administers the OPP honours and **awards** program (965-4406).

PROGRAM AUDIT AND EVALUATION BRANCH

SOL GEN 23

ONTARIO PROVINCIAL POLICE

90 Harbour St.
Toronto M7A 2S1
416-965-4434

The Program Audit and Evaluation Branch conducts comprehensive **audits** of the programs and activities of the Ontario Provincial Police (OPP) to ensure that the aims of senior management are being met through the effective and efficient utilization of resources. The branch also undertakes special studies and assignments.

**DEPUTY COMMISSIONER-SERVICES
PERSONNEL MANAGEMENT DIVISION**

TRAINING BRANCH
PROVINCIAL POLICE ACADEMY
Queen St. W. & McLaughlin Rd. S.
P.O. Box 266
Brampton L6V 2L1
416-459-4193
416-965-4818
416-965-4904

SOL GEN 24

The Training Branch is responsible for the design and delivery of **police** training courses to all levels of the Ontario Provincial Police (OPP) Force including recruit, advanced law enforcement and management. The Branch also offers a wide range of specialized training courses on tactics, search and rescue, marine, crowd management, scuba, motor-cycle, explosives disposal and police dogs and gives in-service lectures for field personnel. The Academy provides a **library** service for members and an **audio-visual** unit which produces a variety of programs for the OPP. The Branch also coordinates the attendance of all members at training courses conducted by other agencies.

CAREER MANAGEMENT BRANCH
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-4468

SOL GEN 25

The Career Management Branch is divided into sections to administer **personnel** services to the Ontario Provincial Police (OPP). Manpower Administration Section (965-8120) handles uniformed staff recruitment, manpower deployment and statistics, and uniformed staff personnel records. Career Planning Section (965-4468) provides staff development, management training courses, a central **library** for staff use, promotional process-performance reviews and position description maintenance. Human Resources Allocation Section (965-8219) coordinates postings and transfers within the Force and maintains a computerized human resource inventory. Staff Relations Section (965-4468) offers services to OPP staff and families, counselling for employees with problems which affect performance, and liaises with the **Ontario Provincial Police Association**.

**DEPUTY COMMISSIONER-ADMINISTRATION
SUPPORT SERVICES DIVISION**

TRANSPORT BRANCH
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-4477

SOL GEN 26

The Transport Branch provides and maintains the mobile equipment to meet Ontario Provincial Police (OPP) **transportation** needs. A branch garage is located at the OPP district headquarters in Thunder Bay (807-344-8421). OPP district headquarters are listed under the OPP Field Districts entry.

QUARTERMASTER STORES BRANCH
ONTARIO PROVINCIAL POLICE

SOL GEN 27

90 Harbour St.
Toronto M7A 2S1
416-965-4485

The branch stocks and distributes uniforms, equipment, and forms used by the Ontario Provincial Police (OPP), the **Ontario Government Protective Service**, Native peoples policing and auxiliary **police**. A repository is maintained for **weapons** seized by police forces throughout the Province which have been cleared by the courts for disposal.

RECORDS MANAGEMENT BRANCH
ONTARIO PROVINCIAL POLICE

SOL GEN 28

90 Harbour St.
Toronto M7A 2S1
416-965-4456

Records Management Branch maintains major occurrences and administrative files and provides a photographic laboratory, varityping, printing and mail services for the OPP. The **Crime Index Unit** records and disseminates data on criminals and their activities to assist in identifying perpetrators of unsolved crime. The Photographic **Laboratory** maintains a graphic arts and **photographic** service and operates an automated colour processing laboratory for the OPP; serves as a resource centre for photographic equipment testing and evaluation of materials; produces **audio-visual** programs for the OPP and other ministries and offers a drafting and design service.

PLANNING AND TECHNOLOGY DIVISION

POLICY AND PLANNING BRANCH
ONTARIO PROVINCIAL POLICE

SOL GEN 29

90 Harbour St.
Toronto M7A 2S1
416-965-2542

Policy and Planning Branch provides management and operational research, and developmental support to Ontario Provincial Police (OPP) management and the Ministry in the areas of policy and procedures, manual systems, **records** storage and maintenance, and **statistical** analysis.

COMPUTER SERVICES BRANCH
ONTARIO PROVINCIAL POLICE

SOL GEN 30

90 Harbour St.
Toronto M7A 2S1
416-965-2638

The Computer Services Branch develops, maintains and operates computer services for the Ontario Provincial Police (OPP), the Ministry and other approved law enforcement agencies.

TELECOMMUNICATIONS BRANCH
ONTARIO PROVINCIAL POLICE

SOL GEN 31

90 Harbour St.
Toronto M7A 2S1
416-965-4445

Telecommunications Branch provides a **communications** system to the Ontario Provincial Police (OPP) by the operation of the OPP **radio** system, **Canadian Police Information Centre (CPIC)** computer terminals (965-4773) and the **Police Automated Registration Information System (PARIS)**. The branch is responsible for maintenance and auditing of these systems, maintenance and improvement of the radio system, procurement and maintenance of radar **speed** metering equipment, and coordination of all **telephone** requirements. The **Suspension Control Centre** which provides driver licence suspension information to police forces within the province, is housed within the Telecommunications Branch.

DEPUTY COMMISSIONER - FIELD
FIELD OPERATIONS DIVISION

FIELD COORDINATION BRANCH
ONTARIO PROVINCIAL POLICE

SOL GEN 32

90 Harbour St.
Toronto M7A 2S1
416-965-4890

Field Coordination Branch provides coordination and liaison for Field Operations Division and 16 districts. Responsibilities encompass coordination of division, branch and district budgets; purchasing and inventory procedures; a district and detachment planning program; the **Home Owner Employee Relocation Plan** for the entire Ministry; and supervision of the **Helicopter** Section.

FIELD DISTRICTS
ONTARIO PROVINCIAL POLICE

SOL GEN 33

The Ontario Provincial Police (OPP) field operations are undertaken through 16 districts and 189 detachments listed below. The district commander is responsible for OPP activities within each district and heads an internal administration unit. Each district headquarters has **criminal**, **traffic** and **identification** units and a community services coordinator. With the exception of the community services coordinator, district headquarters personnel primarily provide internal supervision and support for the OPP detachments.

Detachment personnel provide enforcement and investigative policing services within their particular detachment area. In **emergencies**, the OPP can be contacted through the telephone operator by asking for Zenith 50000.

DISTRICT HEADQUARTERS

20 Rose St.
Box 550
Barrie L4M 4T7
705-726-2220
(District 7)

400 North Front St.
Box 148
Belleville K8N 4Z9
613-968-5547
(District 9)

1160 North Shore Blvd. E.
Box 5021
Burlington L7R 3Y8
416-681-2591
(District 3)

317 Queen St.
Box 990
Chatham N7M 5L6
519-352-7660
(District 1)

222 Water St.
Box 1080
Kenora P9N 3X7
807-468-3357
(District 17)

823 Exeter Rd.
London N6E 1W1
519-681-0851
(District 2)

Mille Roches Rd.
Box 430
Long Sault K0C 1P0
613-534-2209
(District 11)

630 Main St. N.
Box 250
Mount Forest N0G 2L0
519-323-4070
(District 6)

Chippewa & Rose Ave.
Box 686
North Bay P1B 8J8
705-476-5200
(District 12)

75 Dufferin St.
Box 160
Perth K7H 3E3
613-267-6780
(District 10)

453 Lansdowne St. E.
Box 477
Peterborough K9J 6Z6
705-748-5522
(District 8)

740 Great Northern Rd.
Box 399
Sault Ste. Marie P6A 5M1
705-254-4361
(District 14)

Hwy. 101
Box 700
South Porcupine P0N 1H0
705-235-3255
(District 15)

Hwy. 69 S., McFarlane Lake
Box 666
Sudbury P3E 4R6
705-522-0629
(District 13)

489 N. Algoma St.
Box 3080
Thunder Bay P7B 5G5
807-344-0891
(District 16)

300 Falstaff Ave.
Toronto M6L 2G1
416-248-3151
(District 5)

DETACHMENTS

Box 965
Alliston L0M 1A0
705-435-5531

Box 640
Almonte K0A 1A0
613-256-2222

Loyalist Plaza
3 Manitou Cres. W.
Amherstview K7N 1S3
613-389-8601

Box 10
Apsley K0L 1A0
705-656-4431

Box 10
Armstrong P0T 1A0
807-583-2394

Town Hall, Box 337
Arnprior K7S 3H6
613-623-3131

Box 130
Atikokan P0T 1C0
807-597-2120

Box 281
Bala P0C 1A0
705-762-3304

Box 640
Bancroft K0L 1C0
613-332-2112

Box 550
Barrie L4M 4T7
705-726-6484

Box 180
Beardmore P0T 1G0
807-875-2125

Box 860
Beaverton L0K 1A0
705-426-7366

Box 308
Belle River N0R 1A0
519-728-1810

Box 148
Belleville K8N 4Z9
613-968-6495

Box 387
Blenheim N0P 1A0
519-676-3300

Box 400
Blind River P0R 1B0
705-356-2244

Box 510
Bracebridge P0B 1C0
705-645-2211

Box 220
Bradford L3Z 2A8
416-775-3326

Box 334
Brantford N3T 5N3
519-753-4161

Box 117
Brighton K0K 1H0
613-475-1313

Parkedale Ave.
Brockville K6V 5T6
613-345-1790

Box 514
Burk's Falls P0A 1C0
705-382-2015

Box 5021
Burlington L7R 3Y8
416-681-2511

General Delivery
Caledon East L0N 1E0
416-584-2241
416-454-0552

Box 790
Campbellford K0L 1L0
705-653-3300

Box 337
Casselman K0A 1M0
613-764-5415

Box 148
Cayuga N0A 1E0
416-772-3322
416-529-8708

Box 70
Central Patricia P0V 3A0
 807-928-2211

Box 250
Chapleau P0M 1K0
 705-864-1715

Box 990
Chatham N7M 5L6
 519-352-1122

Box 329
Coboconk K0M 1K0
 705-454-3311

Box 8
Cobourg K9A 4K2
 416-372-5421

Box 98
Cochrane P0L 1C0
 705-272-4391

Box 340
Dowling P0M 1R0
 705-855-4525

300 Falstaff Ave.
Downsview M6L 2G1
 416-248-3151

Box 550
Dryden P8N 2Z2
 807-223-2221

Box 9
Dutton N0L 1J0
 519-762-2833

Box 126
Ear Falls P0V 1T0
 807-222-3112

Third St.
Elk Lake P0J 1G0
 705-678-2226

6 Oakland Blvd.
 Box 201
Elliot Lake P5A 2J7
 705-848-2738
 705-848-6585

Box 189
Elmvale L0L 1P0
 705-322-2424

Box 353
Emo P0W 1E0
 807-482-2070

Box 1019
Englehart P0J 1H0
 705-544-2233

Box 1123
Espanola P0P 1C0
 705-869-1211

Box 910
Essex N8M 2Y2
 519-776-5276

Box 1720
Exeter N0M 1S0
 519-235-1300

Box 160
Foleyet P0M 1T0
 705-899-2456

Box 130
Forest N0N 1J0
 519-786-2349

Box 130
Gananoque K7G 2T7
 613-382-2195

Geraldton P0T 1M0
 807-854-1333

Box 306
Glencoe N0L 1M0
 519-287-2620

Box 6
Goderich N7A 3Y5
519-524-8314

Box 40
Gogama P0M 1W0
705-894-2345

Box 224
Gore Bay P0P 1H0
705-282-2621

2021 Division Rd. N.
Gosfield South Twp.
Kingsville N9Y 2Y9
519-733-2345

General Delivery
Grassy Narrows P0X 1B0
807-925-2221

218 Bristol St.
Guelph N1H 3M4
519-822-7250

Box 458
Haileybury P0J 1K0
705-672-3323

Box 305
Hawkesbury K6A 2R9
613-632-2729

Box 608
Hearst P0L 1N0
705-362-4245

Box 10
Hornepayne P0M 1Z0
807-868-2315/19

Box 1056
Huntsville P0A 1K0
705-789-5551

Box 158
Ignace P0T 1T0
807-934-2265

Box 388
Iroquois Falls P0K 1E0
705-232-4087

Box 10
Kakabeka Falls P0T.1W0
807-577-4226

Box 10
Kaladar K0H 1Z0
613-336-2244

Box 13490
Kanata
Ottawa K2K 1X6
613-592-6061

Box 277
Kapuskasing P5N 2Y4
705-335-2238

Box 160
Kemptville K0G 1J0
613-258-3441

Box 1080
Kenora P9N 3X7
807-468-8971

Hwy. 60, R.R. 2
Killaloe K0J 2A0
613-757-2600

Killarney P0M 2A0
705-287-2881

Box 40
Kincardine N0G 2G0
519-396-3341

Box 37, Stn. 'A'
Kingston K7M 6P9
613-384-2400

Kingston Municipal Det.
Box 37, Stn. 'A'
Kingston K7M 6P9
613-384-4700

Box 246
Kirkland Lake P2N 3H7
705-567-5355

Box 276
Kitchener N2G 3X9
519-744-8131

Box 160
Lancaster K0C 1N0
613-347-2449

21 Angeline St. N.
Lindsay K9V 5B7
705-324-6741

Box 70
Lion's Head N0H 1W0
519-793-3332

Box 160
Listowel N4W 3H2
519-291-1414

Box 490
Little Current P0P 1K0
705-368-2200

823 Exeter Rd.
London N6E 1W1
519-681-0300

Box 218
Longlac P0T 2A0
807-876-2248

Box 430
Mille Roches Rd.
Long Sault K0C 1P0
513-534-2223

Box 269
Lucan N0M 2J0
519-227-4423

Box 490
Madoc K0K 2K0
513-473-4234

Box 23
Malden Twp.
Amherzburg N9V 2Z2
519-736-3483

Manitouwadge P0T 2C0
807-826-4641

Box 39
Manitowaning P0P 1N0
705-859-3155

Box 909
Manotick K0A 2N0
613-692-2525
613-692-2813

Box 490
Marathon P0T 2E0
807-229-0220

Box 433
Markdale N0C 1H0
519-986-2211

Box 602
Matheson P0K 1N0
705-273-2213

770 John St.
Mattawa P0H 1V0
705-744-5503

Box 430
Maxville K0C 1T0
613-527-2124

Box 1028
Meaford N0H 1Y0
519-538-1220

Box 27
Merlin N0P 1W0
519-689-4254

Box 250
Midland L4R 4K8
705-526-3761

Box 130
Millbrook L0A 1G0
705-932-2913

203 Steeles Ave.
Milton L9T 1Y1
416-878-2307

Box 1
Minaki P0X 1J0
807-224-3341

Box 188
Mindemoya P0P 1S0
705-377-5386

Box 58
Minden K0M 2K0
705-286-1431

Box 278
Moosonee P0L 1Y0
705-336-2320

Box 667
Morrisburg K0C 1X0
613-543-2949

Box 250
630 Main St. N.
Mount Forest N0G 2L0
519-323-3130

Box 360
Nakina P0T 2H0
807-329-5364

470 Centre St.
Napanee K7R 1P8
613-354-3369/2123

Box 280
Newcastle L0A 1H0
416-987-4060

Box 358
Niagara Falls L2E 6T8
416-356-1311
416-382-3884

Box 189
Nipigon P0T 2J0
807-887-2637

Box 96
Noelville P0M 2N0
705-898-2211

Box 68
Norfolk
Port Rowan N0E 1M0
519-586-3526
519-875-2980

Box 686
Chippewa & Rose Ave.
North Bay P1B 8J8
705-472-4343

Oak Ridges
Box 2390
Richmond Hill L4E 1A5
416-773-5281
416-773-3411

Box 206
Orillia L3V 6J3
705-326-3536

Ottawa
Box 13490
Ottawa K2K 1X6
613-828-9171

Box 486
Owen Sound N4K 5P7
519-376-3433

Box 67
Parkhill N0M 2K0
519-294-6242

Box 458
Parry Sound P2A 2X5
705-746-4225

Box 185
Pembroke K8A 4M2
613-735-0188

Box 160
Perth K7H 3E3
 613-267-2626

Box 477
Peterborough K9J 6Z6
 705-742-0401

Box 400
Petrolia N0N 1R0
 519-882-1011

Box 1490
Picton K0K 2T0
 613-476-2151

Box 460
 Pinery Park
Grand Bend N0M 1T0
 519-243-2735

Box 39
Port Burwell N0J 1T0
 519-874-4433

49 S. Service Rd.
 Port Credit
Mississauga L5G 2R8
 416-278-6131

Box 99
Powassan P0H 1Z0
 705-724-2016

Box 399
Prescott KOE 1T0
 613-925-4221

Box 10
Rainy River P0W 1L0
 807-852-3972

Howey St.
Red Lake P0V 2M0
 807-727-2418

532 Stewart St. N.
Renfrew K7V 1Y6
 513-432-5811

Box 730
Ridgetown N0P 2C0
 519-674-5496

350 Springfield Rd.
Rockcliffe Park K1M 0K7
 613-749-9220

Box 520
Rockland K0A 3A0
 613-446-5124

Box 149
Rolphton K0J 2H0
 613-586-2283

Box 173
St. Thomas N5P 3T7
 519-631-2920

Box 399
 740 Great Northern Rd.
Sault Ste. Marie P6A 5M1
 705-759-1100

Box 400
Schreiber P0T 2S0
 807-824-2333

Box 38
Sebringville N0K 1X0
 519-393-6123

R. R. 2
 Shabaqua
Kaministiquia P0T 1X0
 807-933-4462

Box 220
Sharbot Lake K0H 2P0
 613-279-2195

Box 519
Shelburne L0N 1S0
 519-925-3838

Box 738
Simcoe N3Y 4T2
 519-426-3434

Box 128
Sioux Lookout P0V 2T0
807-737-2020

Box 355
Sioux Narrows P0X 1N0
807-226-5211

Box 880
Smooth Rock Falls P0L 2B0
705-338-2711

Box 130
Sombra N0P 2H0
519-892-3404

Hwy. 101, Box 700
South Porcupine P0N 1H0
705-235-3345

Box 220
Spanish P0P 2A0
705-844-2424

Box 970
Stayner L0M 1S0
705-428-3134

Box 130
Still River
Britt P0G 1A0
705-383-2231

Box 69
Strathroy N7G 3J1
519-245-2323

Box 1000
Sturgeon Falls P0H 2G0
705-753-2990

Box 666
Hwy. 69 S., McFarlane Lake
Sudbury P3E 4R6
705-522-3388

917 Lesperance Rd.
Tecumseh N8N 1W9
519-735-2424

Box 340
Temagami P0H 2H0
705-569-3633

Box 160
Thessalon P0R 1L0
705-842-3243

Box 3080
Thunder Bay P7B 5G5
807-344-8421

Box 96
Tillsonburg N4G 4H3
519-842-3633

Upsala P0T 2Y0
807-986-2211

Box 159
Virginiatown P0K 1X0
705-634-2151

Highway 17
Vermilion Bay P0V 2V0
807-227-2024

Box 247
Walkerton N0G 2V0
519-881-3130

805 Murray St.
Wallaceburg N8A 1W5
519-627-1401

Box 100
Warren P0H 2N0
705-967-2913

Box 140
Wasaga Beach L0L 2P0
705-429-3575

Box 19
Wawa P0S 1K0
705-856-2233

Box 99
Welland L3B 5P2
416-732-1368

Box 31
Westport K0G 1X0
 613-273-2812

Box 98
 West Carleton Twp.
Carp K0A 1L0
 613-839-5566

Box 81
Wheatley N0P 2P0
 519-825-4313

Box 57
Whitby L1N 5R7
 416-668-3388
 416-686-4581
 416-725-6581

Box 249
White River P0M 3G0
 807-822-2112

Box 131
Whitney K0J 2M0
 613-637-2622

Box 460
Warton N0H 2T0
 519-534-1323

Box 423
Winchester K0C 2K0
 613-774-2603

Box 24
Wingham N0G 2W0
 519-357-1331

Box 38
Woodstock N4S 7W5
 519-539-9811

FIELD SUPPORT DIVISION

COMMUNITY SERVICES BRANCH
 ONTARIO PROVINCIAL POLICE
 90 Harbour St.
 Toronto M7A 2S1
 416-965-4474

SOL GEN 34

Community Services Branch administers **crime** prevention and **safety** programs and provides public relations and information services for the Ontario Provincial Police (OPP) force. Program delivery is handled by the field offices listed under the Ministry of the Solicitor General OPP Field Districts entry.

INDIAN AND MUNICIPAL POLICING BRANCH
 ONTARIO PROVINCIAL POLICE
 90 Harbour St.
 Toronto M7A 2S1
 416-965-4308

SOL GEN 35

Indian and Municipal Policing Branch is responsible for **Native peoples** policing in Ontario as well as **municipal** policing contracts and extended service offices. Programs include the appointment of special constables at the request of **Indian Band Councils** to **police** their particular reserves. The Ontario Provincial Police (OPP) administer the training, salary and equipment of special constables through the provisions of the **federal-provincial** cost-sharing agreement. Municipal policing agreements are drawn up between various municipalities and the Ministry of the Solicitor General. The **Extended Service Office Program (Storefront Policing)** is an additional service provided to small

municipalities which do not have their own police or a regular OPP detachment. District headquarters and detachments are listed in the OPP Field Districts entry.

SPECIAL FIELD UNITS BRANCH
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-4400

SOL GEN 36

Special Field Units Branch administers the **OPP Auxiliary Police Program**. Members of the auxiliary are utilized to augment the regular force and to assist with regular police duties. Those interested may apply at the local Ontario Provincial Police (OPP) detachment. Requirements to become a member of the OPP Auxiliary are similar to those of the regular force. The branch monitors the training and operational aspects of regular force Tactics and Rescue Units, Canine Units, Underwater Search and Recovery Units, Identification Units and Explosives Disposal Units. It liaises with the Ministry of Natural Resources on **flood** control advisory information and with other agencies on **emergency planning** matters. Ontario Provincial Police district headquarters and detachments are listed under the OPP Field Districts entry.

TRAFFIC AND MARINE BRANCH
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-5444

SOL GEN 37

The Traffic and Marine Branch provides traffic resource expertise for the Ontario Provincial Police (OPP) and other police forces. It investigates serious **motor vehicle** collisions to ascertain **accident** causation and determine means to make **highways** safer. It develops, coordinates and maintains effective and efficient **traffic** enforcement programs to reduce traffic collisions and associated losses.

The Branch also enforces the **Dangerous Goods Awareness and Enforcement Program**, manages the **Waterways Policing Program**, and liaises with the Ministry of Natural Resources and the Canadian Coast Guard on marine matters within the Province.

District headquarters and detachments are listed under the OPP Field District entry. In case of an emergency, the OPP can be contacted through the telephone operator by asking for Zenith 50000.

DEPUTY COMMISSIONER - INVESTIGATIONS INVESTIGATION DIVISION

ANTI-RACKETS BRANCH
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-8117

SOL GEN 38

The Anti-Rackets Branch offers assistance to all police forces and government agencies in Ontario on investigations into white collar **crime** including computer crimes, financial institutions, general frauds, **counterfeiting** and **forgery**. District headquarters and detachments are listed under the OPP Field Districts entry.

CRIMINAL INVESTIGATION BRANCH
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-8105

SOL GEN 39

The Criminal Investigation Branch is responsible for homicide investigations in the Ontario Provincial Police (OPP) force jurisdiction. It also assists the force, all **police** forces in Ontario and other Ontario government agencies in the investigation of serious **criminal** activities.

SPECIAL INVESTIGATIONS BRANCH
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-8114

SOL GEN 40

The branch provides assistance to Crown attorneys, law enforcement and other government agencies.

The Drug Enforcement Section (965-8114) administers **drug** enforcement activities for the force and conducts investigations through units deployed throughout the province. Field Drug Units are located in: Kenora (807-468-9157); Kingston (613-546-6621); London (519-455-4311); North Bay (705-476-4279).

The Gaming Section (965-8114) investigates offences relating to illegal **gambling** and **betting** and liaises with the Lotteries Branch of the Ministry of Consumer and Commercial Relations. A special unit within the Gaming Section deals with improprieties in thoroughbred and standardbred **horse racing**.

Project 'P' (965-1736) is a section within the branch involved in the investigation and control of **pornography**. A section in the branch also handles investigations into **hate literature** (965-3112).

The Auto Theft Section (965-8049) deals with thefts of **motor vehicles**, including organized vehicle theft rings, and provides expert vehicular (or parts) identification.

INVESTIGATION SUPPORT DIVISION

INTELLIGENCE BRANCH
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-8108

SOL GEN 41

The Intelligence Branch anticipates, prevents and monitors criminal activities with respect to an identifiable person or groups of persons involved in organized or sophisticated and professional **crime**. District headquarters and detachments are listed under the OPP Field Districts entry.

SECURITY BRANCH
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-8111

SOL GEN 42

This Branch provides police security for top government officials and visiting dignitaries. It offers expertise on all aspects of physical **security** to Ontario government ministries. The **Ontario Government Protective Services** uniformed **security guards** patrol Ontario Government **buildings** in Metro Toronto.

TECHNICAL SUPPORT BRANCH
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1

SOL GEN 43

416-965-6176 (Administration & General Inquiries)
416-965-7651 (Equipment Maintenance & Development)
416-965-6443 (Forensic Identification Services)
416-965-7652 (Photographic Surveillance)
416-965-8125 (Physical Surveillance)
416-965-7652 (Polygraph Services)
416-965-8130 (Technical Installation)
426-965-7742 (Technical Investigation Coordination)

Technical Support Branch gives operational support such as photographic, technical and physical **surveillance**, polygraph examination and **forensic** identification services to **criminal** investigations conducted by other branches and field units of the Ontario Provincial Police (OPP). The same specialized services are available to municipal police forces, other ministries and enforcement agencies on request.

REGISTRATION BRANCH
PRIVATE INVESTIGATORS, SECURITY GUARDS
ONTARIO PROVINCIAL POLICE

SOL GEN 44

125 Lakeshore Blvd. E.
Toronto M5E 1A5
416-965-6429

The Registrar of Private Investigators and Security Guards (965-5814) investigates and approves the **licensing** of agencies that provide the services of **private investigators** and **security guards**. It also licences agency employees to act as private investigators or security guards. Ontario Provincial Police (OPP) district headquarters are listed under the OPP Field Districts entry.

REGISTRATION BRANCH
CHIEF PROVINCIAL FIREARMS OFFICER
ONTARIO PROVINCIAL POLICE

SOL GEN 45

125 Lakeshore Blvd. E.
Toronto M7A 2S1
416-965-5525

The Chief Provincial Firearms Officer recommends the issuance of **firearms** registration certificates and approves **permits** to carry restricted weapons in Ontario, as outlined in the Criminal Code (Canada). This office represents the Solicitor General in all firearms

matters. Its functions include administration of the **Firearms Business Permit System** (inspection and **licensing** of all firearms business outlets, i.e., selling or manufacturing restricted and non-restricted weapons and **ammunition**); coordination of the **Firearms Acquisition Certificate System**, and inspection of **shooting clubs** for the Solicitor General's approval. Firearms **transport** permits and acquisition certificates are issued by municipal police forces in municipalities with populations exceeding 15,000. In smaller communities, contact the local Ontario Provincial Police (OPP) Detachment, listed under the OPP Field Districts entry.

ONTARIO POLICE ARBITRATION COMMISSION

ONTARIO POLICE ARBITRATION COMMISSION

SOL GEN 46

25 Grosvenor St., 1st Flr.

Toronto M7A 2H3

416-965-3348

Under the **Police Act**, the Ontario Police Arbitration Commission monitors and evaluates the effectiveness of the **police arbitration** system and makes recommendations for its improvement.

ONTARIO POLICE COMMISSION

ONTARIO POLICE COMMISSION

SOL GEN 47

25 Grosvenor St., 9th Flr.

Toronto M7A 2G9

416-965-6071

The Ontario Police Commission functions as an advisory and supervisory body for all police forces in Ontario. It has quasi-judicial powers in matters dealing with **police** discipline, misconduct and certain other aspects of policing. The Commission promotes efficiency in Ontario Police Forces through advisory and inspection services, training, **crime** intelligence, technical and disciplinary services. It advises Boards of Commissioners of Police, **municipal** councils, Chiefs of Police and the Solicitor General on all matters pertaining to police and policing.

ONTARIO POLICE COMMISSION

SOL GEN 48

INSPECTORATE BRANCH

25 Grosvenor St., 9th Flr.

Toronto M7A 2H3

416-965-6071

The Inspectorate Branch serves as the operational arm of the Ontario Police Commission. Branch officers visit all **municipal** forces and carry out regular inspections to ensure the operational and administrative adequacy of each force as required by the **Police Act** of Ontario. A wide range of advisory services on all **police** matters is available to governing authorities and their respective police forces.

ONTARIO POLICE COMMISSION
SUPPORT SERVICES BRANCH

SOL GEN 49

25 Grosvenor St., 9th Flr.
Toronto M7A 2H3
416-965-6071

The Support Services Branch provides administrative services to the Commission and maintains a repository of **statistical** information. It also serves as an extension of the Inspectorate Branch by carrying out studies of manpower, workload and deployment systems in **municipal police** forces.

ONTARIO POLICE COMMISSION
TECHNICAL SERVICES BRANCH

SOL GEN 50

25 Grosvenor St., 9th Flr.
Toronto M7A 2H3
416-965-3281

The branch gives technological support and advice to all accredited **police** forces in Ontario. Program Development Section is involved in the **Ontario Municipal Police Automation Cooperative (OMPAC)**, **Canadian Police Information Centre (CPIC)** network management, computer systems for police and digital **communications** technology. Communications Services assists in upgrading voice communications facilities for the **Integrated Radio Services Program (IRSP)**. Under this program, the branch administers **grants** for new **radio** systems to police forces of **municipalities**. Operational Support Services assists forces in the operation of support systems such as the Canadian Police Information Centre (CPIC).

ONTARIO POLICE COMMISSION
ONTARIO POLICE COLLEGE

SOL GEN 51

P. O. Box 1190
Aylmer N5H 2T2
519-773-5361

The Ontario Police College is designed to provide a complete training program for Ontario police forces from probationary constable through supervisory and management levels. Specialized training courses are offered in all situations where the need is demonstrated. In addition, programs are developed to coordinate and complement in-service training undertaken at the individual force level. Distribution of annual publications (e.g., Calendar of Courses, Police **Education** Report, etc.) is restricted to those police forces, agencies, ministries, etc., interested in the training of law enforcement and related enforcement personnel.

ACTS

ACTS

SOL GEN 52

The following is a list of Acts administered by the Solicitor General. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal services branch or information/communications branch.

Anatomy Act
Coroners Act
Egress from Public Buildings Act

Emergency Plans Act, 1983
Fire Accidents Act
Fire Departments Act
Fire Fighters Exemption Act
Fire Marshals Act
Hotel Fire Safety Act
Human Tissue Gift Act
Lightning Rods Act
Ministry of the Solicitor General Act
Ontario Society for the Prevention of Cruelty to Animals Act
Police Act
Private Investigators and Security Guards Act
Public Works Protection Act
Retail Business Holidays Act

MINISTRY OF TOURISM AND RECREATION

77 Bloor St. W., 7th Flr.
Toronto M7A 2R9

The Ministry of Tourism and Recreation develops and delivers policies and programs to support tourism and recreation development and promotion. It promotes tourism to the residents of Ontario and other jurisdictions; supports the efforts of tourist operators, attractions and government-sponsored attractions and is responsible for the provision of recreation, sports and fitness resources to municipalities, provincial recreation and sports organizations.

PLANNING AND ADMINISTRATION DIVISION

PLANNING AND ADMINISTRATION DIVISION

MTR 1

77 Bloor St. W., 7th Flr.
Toronto M7A 2R9
416-963-2331

The Planning and Administration Division is responsible for coordinating resource planning and analysis and financial planning and control audit, personnel services and ministry-wide administration. It coordinates both the requirements of the ministry's parks and attractions, and those of central agencies.

COMMUNICATIONS BRANCH

MTR 2

77 Bloor St. W., 7th Flr.
Toronto M7A 2R9
416-965-7680

Communications Branch provides internal and external corporate communications advice and services to the Minister, senior management and program staff to heighten awareness of the Ministry's programs and policies. It monitors the ministry's provision of French language services to the Francophone population of the province. Branch clients are the Minister, Deputy Minister, support and program divisions, ministry and agency staff, clients, media, other ministries, other government organizations and the general public.

FRENCH LANGUAGE SERVICES

MTR 3

77 Bloor St. W., 7th Flr.
Toronto M7A 2R9
416-963-2214

The French Language Services Coordinator coordinates the implementation of the government's policy on French language services (provision of such services to the Franco-Ontarian public) within the ministry.

SERVICES EN FRANCAIS

Le coordonnateur des services en français de ce ministère est responsable de la mise en oeuvre de la politique du gouvernement en matière de services en langue française (services aux Franco-Ontariens en langue française.)

AFFIRMATIVE ACTION PROGRAM

MTR 4

77 Bloor St. W., 10th Flr.
 Toronto M7A 2R9
 416-963-3468

The Affirmative Action Program manager plans, develops and coordinates the **Affirmative Action/Employment Equity Program** within this Ministry to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

AUDIT SERVICES BRANCH

MTR 5

77 Bloor St. W., 10th Flr.
 Toronto M7A 2R9
 416-965-3414

Audit Services Branch carries out independent reviews and appraisals of all ministry activities and reports to management on the adequacy of internal financial and management controls.

HUMAN RESOURCES BRANCH

MTR 6

101 Bloor St. W., 6th Flr.
 Toronto M5S 2Z7
 416-963-3593

The branch provides a consulting service to ministry management and staff in recruitment, job evaluation, compensation, employee relations, benefits administration, youth employment program coordination, training and development, human resources planning, and general employee counselling. A central payroll service and attendance administration service is also provided to the Ministry.

ASSISTANT DEPUTY MINISTER - TOURISM**TOURISM DEVELOPMENT BRANCH**

MTR 7

77 Bloor St. W., 9th Flr.
 Toronto M7A 2R9
 416-965-4255

The branch contributes to the sound growth of **tourism** with programs to help existing and potential tourist facilities operators and investors through industry improvement and development. The improvement function offers technical and **business** counselling to **investors** and entrepreneurs; provides information on **financial assistance** through the Ontario Development Corporations; prepares planning and management **manuals** (e.g., operation of ski and other resorts, camps, marinas). The development function involves the preparation and publicity of **research** and area planning studies (965-7846) to identify potential **investment** and development opportunities of interest to the private sector. Branch services are delivered from Queen's Park and the Ministry's field offices, listed under the Tourism and Recreation Operations Division entry.

TOURISM MARKETING BRANCH

MTR 8

77 Bloor St. W., 9th Flr.

Toronto M7A 2R9

416-965-5764

The branch promotes Ontario **tourism** and use of Ontario facilities for sales meetings and **conventions**. Tourism marketing, geared to the individual tourist and the travel trade, is conducted in domestic and international markets. Activities include mass **advertising** and promotion in the media; preparation of tourism publications; programs to expand sales of Ontario tours, packages and facilities by travel agents and operators; **travel** counselling; special promotions; on-going counsellor training and distribution of travel **films** produced by the Ministry. The Tourism Research Section (965-5725) maintains a tourism data base and related **information service** for the industry and provides tourism **research** to support and direct Ministry activities. For conventions and sales meetings, call 416-965-4354; for travel trade information, agents and operators can call 416-965-9991 or toll free: 1-800-268-3735.

TOURISM MARKETING BRANCH
ONTARIO TRAVEL INFORMATION

MTR 9

77 Bloor St. W.

Toronto M7A 2R9

416-965-4008 (English inquiries)

If long distance from other area codes

in Canada and continental U.S.A.

(except Yukon, N.W.T. and Alaska), dial

1-800-268-3735

416-965-3448 (French inquiries)

If long distance from other area codes

in Canada (except Yukon and N.W.T.), dial

1-800-268-3736

Telex 0623454

Ontario Travel Information offers Ontario **travel** counselling to the public; supplies information and publications on tourist attractions, **accommodations**, **campgrounds** and **parks** (including **hiking** trails, **canoe** outfitters), events, **festivals**, **exhibitions** and package **tours**, **hunting**, **fishing**, **boating**, **skiing** and other winter activities; distributes road and tourist **maps**; reports on up-to-date ski and winter **road** conditions, campground vacancies and areas where autumn scenery can be enjoyed.

Twenty-four hour seasonally recorded reports are available by calling 416-963-2992 for alpine skiing, spring blossoms, campground vacancies and fall colours, or 416-963-2911 for cross-country skiing. The branch operates fourteen travel information centres year-round. Eight seasonal travel centres are open from mid-May to Labour Day and 18 centres, in **service centres** along Highway 401, are open June 15 to Labour Day. The travel centres are listed below.

OPEN ALL YEAR

Hwy. 400 Northbound
south of Barrie
Barrie

Brookdale Ave. at
Seaway International Bridge
Cornwall
(currency exchange)

100 Goderich St.
near Peace Bridge
Fort Erie
(currency exchange)

400 Central Ave.
Fort Frances
(currency exchange)

Hwy. 417
Hawkesbury East

Hwy. 401 & Hwy. 2
east of Lancaster
Lancaster

5355 Stanley Ave.
west on Hwy 420
from Rainbow Bridge
Niagara Falls
(currency exchange)

At foot of Blue Water Bridge
Sarnia

QEW Westbound
at Garden City Skyway
St. Catharines
(currency exchange)

120 Huron St. at
International Bridge
Sault Ste. Marie
(currency exchange)

Toronto Eaton Centre
220 Yonge St., Level One and
900 Bay St. at Wellesley
Macdonald Block, 1st Flr. (M1-34i)
Toronto

110 Park St. E.
at Windsor-Detroit tunnel
and
1235 Huron Church Rd.
east of Ambassador Bridge
Windsor
(currency exchange)

OPEN MID-MAY TO LABOUR DAY

Highway 137 at 1000 Islands
Bridge
Hill Island
(currency exchange)

Highway 17, west of Kenora
Kenora

Canada's Wonderland
Hwy. 400
Maple

International Bridge Exit
Pigeon River

Prescott-Ogdensburg Bridge
Prescott

International Bridge Exit
Rainy River

Ontario Place
Main gate (across from
Exhibition Stadium)
Toronto

HURONIA HISTORICAL PARKS

MTR 10

P.O. Box 160
Midland L4R 4K8
705-526-7838

The Ministry operates and maintains **historic sites** at Midland (Sainte-Marie among the Hurons) and at Penetanguishene (**Historic Naval and Military Establishments**) A resource **library** at Sainte-Marie, open to the public year round on weekdays, provides information about the two historic sites.

Sainte-Marie among the Hurons (1639 to 1649) is a reconstruction of the 17th century headquarters of the French Jesuit mission to the Huron people. The first European community in Ontario, Sainte-Marie was home to 6 of the 8 North American Jesuit martyrs. Costumed and uniformed interpreters recreate both **French** and **Native** lifestyles from Victoria Day weekend to Thanksgiving. Specially designed education programs operate all year round. There is a cafe, multi-media museum, gift shop, picnic area; access for the handicapped and a wheelchair if needed.

The Historic Naval and Military Establishments represent the period from 1817 to 1856 when the Royal Navy and the British Army maintained a **naval** dockyard and **military** garrison at this strategic defense station on Georgian Bay. At the site are guided tours, costumed interpretation, historical dramas, numerous reconstructed buildings, the original Officers' Quarters, two large bateaux, the 50-ft. **Schooner 'Bee'**, gift shop, refreshment stand, free docking and parking facilities. The Establishments (P.O. Box 1800, Penetanguishene L0K 1P0, telephone 705-649-8064) are open to the public from Victoria Day weekend to Labour Day. French language service is available.

OLD FORT WILLIAM

MTR 11

Vickers Heights P.O.
Thunder Bay P0T 2Z0
807-577-8461
TTY 807-475-4481

Old Fort William operates year round, and offers hands-on programming designed to meet the needs of recreational and educational visitors. A resource **library** and a public relations office are open weekdays throughout the year to provide information about the **historic site**.

Old Fort William is a reconstruction of the original Fort William, which operated as the inland headquarters and base for western exploration by the North West Company. From 1801 until 1821 when the company merged with the Hudson's Bay Company, Fort William enabled the Nor'Westers to move **furs** and trade goods across the continent in one season, thus securing much of the trade. Serving as the key link between the east and the west, up to 1,000 fur traders would converge on the fort each summer for the hectic labors, business meetings and celebrations of the Great Rendezvous. Today over 100 costumed and uniformed staff bring Old Fort William to life.

ASSISTANT DEPUTY MINISTER - RECREATION

SPORTS AND FITNESS BRANCH

MTR 12

77 Bloor St. W., 8th Flr.
Toronto M7A 2R9
416-965-3124

The branch encourages participation in **sports** and **fitness** and operates a promotional campaign through the media and its own **publications** to educate and motivate people to exercise and participate in physical activities for individual enjoyment. The Development Section (965-4591) provides administrative, consultative services and **grants** to provincial sport governing bodies. The Games and Technical Services Section (965-3720) administers limited **financial assistance** under the **Ontario Elite Athlete Assistance Program**. The section improves the calibre of **leadership** in amateur sport through training courses for coaches. The Games Program promotes competition in multi-sport games (e.g., regional

and provincial **Summer** and **Winter games** for the able-bodied and the **disabled**). The **Fitness Section** (965-6311) administers the **Fitness Ontario Leadership Program** and provides a consultative service in fitness in the workplace and fitness for children and older adults. Research and information brochures related to a variety of physical fitness topics are available to fitness administrators and the general public.

The **Community Initiative Section** (965-6546) supports community initiatives. Its **Sports Awards Programs** honour accomplishments of **athletes** and citizens in amateur sports. The **Ontario Sports Travelcade** takes sports and fitness resources throughout Ontario to help raise the level of expertise of athletes and coaches.

The **Ontario Sports Centre** (495-4000), a private organization which provides administrative services for provincial sport-governing bodies, is funded by this Ministry. Information on all of the above services is also available from Ministry field offices listed under the **Tourism and Recreation Operations Division** entry.

RECREATION BRANCH

MTR 13

77 Bloor St. W., 8th Flr.
Toronto M7A 2R9

Recreation Services (965-5665) provides consultative and support services and advises on grants to assist community, regional, and provincial recreation agencies and organizations. It is responsible for the development of recreation resources for **older adults**, **youth**, **disabled persons**, **recreation research** changing patterns of work and leisure, community recreation, organization development and training of volunteer and paid staff.

Recreation Resources (965-2625) offers consultative and training services and advice on grants to assist community, regional and provincial recreation agencies in the planning, development, operation, marketing and management of recreation facilities, operation of non-profit **camps** and **leadership** training at the **Ontario Camp Leadership Centre**.

TOURISM AND RECREATION OPERATIONS DIVISION

TOURISM AND RECREATION OPERATIONS DIVISION

MTR 14

77 Bloor St. W., 8th Flr.
Toronto M7A 2R9
416-965-3475

Tourism and Recreation Operations Division provides development and consulting services to tourism and recreation clients to stimulate productivity, employment and recreational opportunities in the Province of Ontario.

The division promotes the **tourism industry** through: management and development consulting services to tourist operators and investors; delivering government **financial assistance** programs; advising and assisting **municipalities** to develop tourism strategies and programs, and administering the **Ontario Travel Association Program**. The division also administers the issue of **licences** to **tourist accommodation establishments** not licenced by the Liquor Licence Board.

The division provides professional consulting services to regional and **community** recreation clients to facilitate development in fiscal and organizational areas, **leadership**, programs and facilities. It ensures access to information about ministry **recreation**, **sports**

and fitness programs and channels ministry resources to municipalities, community organizations and interest groups in Ontario.

The division also delivers lottery funded recreation grant programs.

For further information contact the nearest ministry field office listed below.

CENTRAL ONTARIO

Tourism and Recreation Regional Office

700 Bay St., 8th Flr.

Toronto M5G 1Z6

416-965-0283 (Recreation Consultants)

416-965-9940 (Tourism Consultants)

collect calls accepted

Recreation Office

114 Worsley St.

Barrie L4M 1M1

705-737-3301

If long distance dial

1-800-461-4499

Recreation Office

119 King St. W., 8th Flr.

Box 2112

Hamilton L8N 3Z9

416-521-7244

If long distance ask

operator for Zenith 81610

Tourism Office

114 Main St. E.

Huntsville P0A 1K0

705-789-4448

If long distance ask

operator for Zenith 25930

Tourism Office

1131 Second Ave. E., Ste. 104

Nor-Towne Plaza

Owen Sound N4K 2J1

519-376-3875

collect calls accepted

Tourism and Recreation Office

15 Church St., 4th Flr.

St. Catharines L2R 3B5

416-684-2345

1-800-263-2441

EASTERN ONTARIO

Tourism and Recreation

Regional and Field Office

10 Rideau St., 4th Flr.

Ottawa K1N 9J1

613-566-3721

If long distance dial

1-800-267-9340

1-800-267-8889

Tourism and Recreation Office

2211 Parkedale Ave.

Brockville K6V 6B2

613-342-5522

If long distance dial

1-800-267-8138

Tourism and Recreation Office

1055 Princess St., Ste. 304

Kingston K7L 5T3

613-547-2235

If long distance dial

1-800-267-0225

Tourism and Recreation Office

305 Stewart St.

Peterborough K9J 3N2

705-748-3711

If long distance dial

1-800-461-7629

SOUTHWEST ONTARIO

Tourism and Recreation

Regional and District Office

255 Dufferin Ave., Ste. 601

London N6A 5K6

519-679-7156

If long distance dial

1-800-265-4730

Recreation Office
427-10th St., 2nd Flr.

Hanover N4N 1P8

519-364-1626

If long distance dial

1-800-265-5520

Tourism and Recreation Office

Corporation Square, 4th Flr.

30 Duke St. W.

Kitchener N2H 3W5

519-578-3600

If long distance dial

1-800-265-6361

Tourism and Recreation Office

250 Windsor Ave., 6th Flr.

Windsor N9A 6V9

519-256-4919

If long distance dial

1-800-265-1330

NORTHEAST ONTARIO

Tourism and Recreation Regional Office

Ontario Government Bldg.

199 Larch St., 4th Flr.

Sudbury P3E 5P9

705-675-4346

If long distance dial

1-800-461-4004 Recreation

Tourism and Recreation Office

147 McIntyre St. W., 2nd Flr.

North Bay P1B 2Y5

705-474-3821 Recreation

705-472-0702 Tourism

If long distance dial

1-800-461-9563 Recreation

1-800-461-1569 Tourism

Recreation Office

390 Bay St., 3rd Flr.

Sault Ste Marie P6A 1X2

705-942-3751

If long distance dial

-800-461-2409

Tourism Office

120 Huron St.

Sault Ste Marie P6A 1P8

705-253-1103

If long distance ask

operator for Zenith 59130

Tourism and Recreation Office

22 Wilcox St., 2nd Flr.

Timmins P4N 3K6

705-267-7117

If long distance ask

operator for Zenith 81610

NORTHWEST ONTARIO

Tourism and Recreation

Regional and District Office

Ontario Government Bldg.

435 S. James St.

P. O. Box 5000

Thunder Bay P7C 5G6

807-475-1325

If long distance dial

1-800-465-5018

Tourism and Recreation Office

Ontario Government Bldg.

479 Government Rd.

P. O. Box 3000

Dryden P8N 3B3

807-223-2271

Tourism and Recreation Office

808 Robertson St.

Kenora P9N 3X9

807-468-6481

If long distance in area code 807 dial

1-800-465-1108

Tourism and Recreation Office

616 Mowat Ave.

P. O. Box 815

Fort Frances P9A 1Z3

807-274-3259

AGENCIES, ATTRACTIONS, COMMISSIONS

For some background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN). Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information or communications branch.

HURONIA HISTORICAL ADVISORY COUNCIL

MTR 15

c/o Huronia Historical Parks

P.O. Box 160

Midland L4R 4K8

705-526-7838

The Huronia Historical Advisory Council is a Schedule I agency of the Ministry of Tourism and Recreation. Established in 1964 by the Province of Ontario, the ten-person board is composed of francophone and anglophone Ontarians with different backgrounds but a common interest in the preservation of our cultural heritage. The Council's purpose is to advise the Minister of Tourism and Recreation on policy matters, specifically Sainte-Marie among the Hurons and the Historic Naval and Military Establishments, and generally on the cultural heritage of 'Old Huronia' and the enhancement of established and developing historical sites.

BIG THUNDER NATIONAL SKI TRAINING CENTRE

MTR 16

428 East Victoria Ave.

Thunder Bay P7C 1A5

807-475-1673

Big Thunder National Ski Training Centre, owned and operated by **Thunder Bay Ski Jumps Limited**, an agency of the Ministry of Tourism and Recreation, is sanctioned by the International Ski Federation to hold World Cup Ski Jumping events. Its 90, 70, 50 and 30 metre hills are built to exact tolerances and have the world's longest landing area for maximum safety. The two jumps and surrounding area are used as a national and provincial ski-training site for the skiing sports of Cross Country, Nordic-Combined, Freestyle, Alpine, Ski Jumping, Biathlon and Luge (Naturbahn).

NIAGARA PARKS COMMISSION

MTR 17

Administration Bldg.

Box 150, 7400 Portage Rd. S.

Niagara Falls L2E 6T2

416-356-2241

The Niagara Parks Commission operates a 56 kilometre parkway along the Niagara River from Lake Erie to Lake Ontario. Included are: **recreation** areas, scenic attractions, a **campground**, a marina, restaurants, gift shops, **historic sites**, golf courses and a **horticultural** school.

ST. CLAIR PARKWAY COMMISSION

MTR 18

P.O. Box 700

Corunna N0N 1G0

519-862-2291

The St. Clair Parkway Commission is a joint program of **parks** and **recreation** develop-

ment by the Province of Ontario, County of Lambton, County of Kent, City of Chatham, and the City of Sarnia. The emphasis of development has been along the St. Clair River from Point Edward on Lake Huron to Mitchell's Bay on Lake St. Clair. Included are seaway observation parks, picnic areas, campgrounds, marinas, restaurants, and a golf course.

ST. LAWRENCE PARKS COMMISSION

MTR 19

P.O. Box 740
Morrisburg K0C 1X0
613-543-2951

The St. Lawrence Parks Commission operates and maintains **parks, campgrounds** and **historic sites** from the Ontario-Quebec border to 51 km west of Kingston. Historic sites are **Old Fort Henry** at Kingston, **Fairfield House** in Fairfield Historical Park at Amherstview, and **Upper Canada Village** 11 km east of Morrisburg. Other facilities include a migratory **bird sanctuary**, an 18-hole golf course, a paved air strip, nature trails, a marina and Pioneer and Loyalist Memorials. **Winter recreation** facilities are cross country skiing, ice fishing, snowmobiling, tobogganing and snowshoeing. A **maple sugar** bush is located in Chrysler Park. Skating and horse drawn sleigh rides are offered at Upper Canada Village and on Commission lands are a riding stable and summer theatre. The summer operating season is May 15 to October 15.

THE TRILLIUM FOUNDATION

MTR 20

15 Prince Arthur Ave.
Toronto M5R 1B2
416-961-0194

In September 1982 the Ontario government created the Trillium Foundation as an innovative approach to providing voluntary social service organizations with access to **lottery** revenues. The Foundation, which is run by an independent voluntary Board of Directors, receives up to \$15 million a year from the province as a share of the profits of the Ontario Lottery Corporation.

The Foundation makes time-limited **grants** for specific projects or the unfunded portions of ongoing programs available to organizations providing direct social services across the province.

METRO TORONTO CONVENTION CENTRE CORPORATION

MTR 21

255 Front St. W.
Toronto M5V 2W6
416-585-8000
Telex: 06-217584

The Metro Toronto Convention Centre Corporation is responsible for the operation of the convention centre. A Crown corporation of the Province, it reports to the Minister of Tourism and Recreation.

ONTARIO PLACE CORPORATION

MTR 22

955 Lakeshore Blvd. W.

Toronto M6K 3B9

416-965-7711

Ontario Place Corporation operates a 96 acre cultural, entertainment and **recreation** complex on three man-made islands on Lake Ontario in Toronto including **exhibition** pavilions; the Forum, a 10,000 seat outdoor amphitheatre, **theatres**; the giant screen IMAX cinesphere; live entertainment; the waterfall showplace; restaurants; snack bars; boutiques; a **marina**; pedal boats; bumper boats; boat **tours**; the Wilderness Adventure Ride; the Canadian destroyer **HMCS Haida**; land rides; mini-golf; picnic areas; a theme pavilion 'Ontario North Now'; and a children's village with a water play area and play apparatus, including a 370 ft. four-flumed waterslide. Ontario Place arranges banquets, receptions all year, shows **films** for conventions and other groups of residents or tourists. Open daily mid-May to mid-September (10 a.m. to 1 a.m. Monday through Saturday; 10 a.m. to 11 p.m. Sunday).

ONTARIO LOTTERY CORPORATION

MTR 23

2 Bloor St. W.

Toronto M4W 3H8

416-961-6262

The Ontario Lottery Corporation, created by Bill 191, an Act to Incorporate the Ontario Lottery Corporation, manages **Wintario**, **Lottario**, **Instant**, **Provincial**, **Super Loto** and **Lotto 6/49**. Winning numbers may be found in most daily newspapers on Friday (Wintario); Saturday or Sunday (Provincial); Monday (Lottario, and Super Loto) and Thursday or Friday and Monday (Lotto 6/49). Lists of winning numbers for one year are posted at retail outlets. Recorded messages of current winning numbers are available at 416-870-9170 (Wintario), 416-870-9122 (Lottario), 416-870-9161 (Provincial), 416-870-9135 (Super Loto) and 416-870-9134 (Lotto 6/49). Proceeds from all games are turned over to the government of Ontario for direction to a variety of worthy public projects to benefit all Ontarians. Province-wide social service agencies also receive lottery monies through the Trillium Foundation. Fact sheets on all games, annual reports and winners handbooks are available to the public. For information on the Wintario grants program, see the Ministry of Tourism and Recreation Operations Division entry.

OLD FORT WILLIAM ADVISORY COMMITTEE

MTR 24

c/o Old Fort William

Vickers Heights P.O.

Thunder Bay P0T 2Z0

807-577-8461

The Old Fort William Advisory Committee is a nine person board established by the Province of Ontario to advise the Minister of Tourism and Recreation on general policy concerning the Fort's capital development and program expansion. The Committee also works to build community awareness and an understanding of Ontario's **fur** trade heritage.

ACTS

ACTS

MTR 25

The Minister of Tourism and Recreation is designated to administer the following Acts:

Community Recreation Centres Act
Historical Parks Act
Ministry of Tourism & Recreation Act, 1982
Niagara Parks Act
Ontario Lottery Corporation Act
Ontario Place Corporation Act
St. Clair Parkway Commission Act
St. Lawrence Parks Commission Act
Tourism Act

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

1201 Wilson Ave.

Downsview M3M 1J8

The Department of Public Works and Highways, established in 1916 under Section 4, Chapter 17, 5 Geo. V., was re-named the Department of Highways in 1931. Functions of the Department of Highways were separated in 1957 and drivers and vehicles went to the newly created Department of Transport. In 1971 the two departments were amalgamated as the Ministry of Transportation and Communications.

The Ministry operates Ontario's highway system by performing design, construction and maintenance and provides subsidies to municipalities for road construction and maintenance. The Ministry is also responsible for driver licensing and all aspects of motor vehicle licensing and safety. It represents the rights of Ontario citizens in the communications field and regulates telephone service under provincial jurisdiction.

DEPUTY MINISTER'S OFFICE

MANAGEMENT IMPROVEMENT BRANCH

MTC 1

1201 Wilson Ave., West Tower

Downsview M3M 1J8

416-235-4104

Management Improvement Branch reviews, recommends and promotes changes for increased efficiency and effectiveness of Ministry management, structural organization, management systems, procedures and practices. It carries out management studies and provides an internal management consulting service.

EMPLOYMENT EQUITY PROGRAM FOR WOMEN

MTC 2

1201 Wilson Ave., East Bldg.

Downsview M3M 1J8

416-235-4739

The Manager of the Employment Equity Program for Women plans, develops and coordinates activities to improve the status of Ontario government female employees, with the aim of ensuring equal opportunity for **women**.

PUBLIC AND SAFETY INFORMATION BRANCH

MTC 3

1201 Wilson Ave., West Tower

Downsview M3M 1J8

416-235-2771

Public and Safety Information Branch originates and coordinates programs and projects stressing **safety** in the operation of cars and commercial **vehicles**, **motorcycles**, mopeds, bicycles, **snowmobiles** and **school buses**. The branch develops and distributes school safety materials and **seat belt** information and provides safety **films**. **Road** bulletins and a telephone reporting service on the condition of roads and **highways** in Ontario (235-1110) are also services of this branch (contact the Ministry's regional or district offices listed under the Operations, Regional entry).

The Branch also establishes communications policy for the Ministry, advises branches on communications problems and provides communications support to the Minister and

Deputy Minister. It informs the public, client groups and the media about the Ministry's activities, liaises with the media, answers public inquiries and produces and distributes audio-visual materials. **Deaf** or hearing handicapped persons who have access to the teletype (TTY) network device can call 235-4902.

STRATEGIC POLICY SECRETARIAT

MTC 4

1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-235-4434

The Strategic Policy Secretariat is comprised of three offices. The Policy Coordination Office supports the Office of the Deputy Minister, as well as senior management and program committees, in developing and implementing the strategic planning process and providing external liaison, especially with central government agencies.

The Human and Social Factors Office carries out studies and provides consulting services which focus on people and related societal issues. These services support the development and evaluation of ministry programs, policies and corporate directions.

The Outlooks Office monitors the external environment and provides the ministry with information and analysis through medium and long-term future studies on social, **economic**, institutional and **technological** developments as they relate to **transportation** and **communications**. It identifies emerging issues which may be of significant interest to the Ministry's Strategic Policy Committee.

INTERNAL AUDIT BRANCH

MTC 5

1201 Wilson Ave., West Tower, 7th Flr.
Downsview M3M 1J8
416-235-4330

Internal Audit Branch performs the audit functions for this Ministry, including review and appraisal of accounting, financial and operational controls. The branch also audits the Ministry's electronic data processing systems.

OFFICE OF LEGAL SERVICES

MTC 6

1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-235-4408

This office provides legal services for the ministry, including advice on **driver** and **vehicle** matters (235-4408). It counsels the ministry on the interpretation of statutes and regulations, and the preparation and review of proposed legislation, regulations and other legal documents. It also supplies general legal services such as preparing litigation, settling claims, acting at court hearings, etc.. The office is responsible to the Attorney General's Office.

Solicitors are located in Toronto and a Regional office in Kingston (613-545-4720). Claims Section (235-4423) handles **insurance** claims against the Crown for injuries and property damage arising from **accidents** on provincial highways or involving government **vehicles**, as well as claims by the Crown for damage to **highway** property or government vehicles, excluding OPP vehicles.

COMMUNICATIONS DIVISION

COMMUNICATIONS DIVISION

1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-235-4634

MTC 7

The Communications Division provides policy, operational and technical advice on issues affecting Ontario consumers, suppliers and manufacturers of telecommunications systems and service. Activities include policy development, representations/interventions before the federal government and CRTC, research, technology assessments, and industry and federal-provincial liaison on **communications** matters. Division **publications** are Ontario Communications News, the Ontario Communications Handbook and a wide range of technical reports on communications matters.

OPERATIONS AND TECHNOLOGY OFFICE

1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-235-4634

MTC 8

This office is responsible for improving **communications** service by promoting the application of new **technology** in telecommunications, transportation and other sectors, both public and private, through the provision of operational and technical assessments, advice and/or demonstration projects.

BROADCASTING AND CABLE BRANCH

1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-235-4634

MTC 9

The Broadcasting and Cable Branch actively promotes policies, positions and activities relative to the broadcasting and cable interests of Ontario's residents and industries, through **research**, investigations and presentation to the Canadian Radio-Television and Telecommunications Commission (CRTC) and federal government. The branch also fosters economic growth in the broadcasting and cable and related industries.

The **Cable/Broadcast** Office (235-4650) represents the interests of Ontario regarding cable **television** services and other non-broadcast delivery **technologies** by identifying and evaluating regulatory issues and developing and recommending policies and positions to the CRTC and the federal government in order to influence federal policy.

The Television and Radio Policy Office (235-4649) represents the interests of Ontario in **broadcasting** by identifying and evaluating regulatory issues and developing and recommending policies and positions to the CRTC and the federal government in order to influence federal policy.

TELECOMMUNICATIONS BRANCH

1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-235-4634

MTC 10

This branch promotes policies, positions and activities relative to the **telecommunications** interests of Ontario's residents and industries through **research** and presentations to the **Canadian Radio-Television and Telecommunications Commission (CRTC)** and federal

government. The branch also promotes economic growth in the telecommunications sector.

The Telecommunications Policy Office (235-4655) makes recommendations on telecommunications policies and positions, including representations to the federal Department of Communications (DOC) to influence federal policy. It also advises the Lieutenant Governor-in-Council on policy direction for the **Ontario Telephone Service Commission (OTSC)**.

The Regulatory Matters Office (235-4661) identifies and evaluates telecommunications regulatory issues. It makes recommendations to the CRTC to promote access to services at reasonable rates and provide efficient communications networks and economic growth.

The Telecommunications Industry Development Office (235-4667) provides industry analysis to the ministry in the telecommunications sector and assists **industry** in contributing to its economic growth.

HIGHWAY OPERATIONS AND MAINTENANCE DIVISION

HIGHWAY OPERATIONS AND MAINTENANCE DIVISION

MTC 11

1201 Wilson Ave., East Bldg.

Downsview M3M 1J8

416-235-3810

This Division is responsible, in the area of highway operations, for the development of policies, procedures and systems; conformity of program delivery processes; maintenance planning and budgeting; assessment of operational efficiency; and identification of needs for change and improvement. It also provides professional expertise and program delivery support in maintenance methods/technology and electrical, traffic management and equipment engineering.

CORRIDOR CONTROL SECTION

MTC 12

1201 Wilson Ave., West Bldg.

Downsview M3M 1J8

416-235-3826

The Corridor Control Section coordinates the review of development proposals (plans of **subdivisions**, **official plans** and **zoning** by-laws) which may affect provincial **transportation** proposals (e.g. provincial **highways**, future **transit** routes, etc.). The Section develops policies and procedures for the corridor control program on access policies and right-of-way protection and provides advice to other government agencies, municipalities, developers and the public. Program administration is shared by district and regional offices (see this Ministry's Operations, Regional entry).

EQUIPMENT ENGINEERING OFFICE

MTC 13

1201 Wilson Ave., Central Bldg.

Downsview M3M 1J8

416-235-3669

The Equipment Engineering Office develops specifications, policies and procedures for the purchase, repair and maintenance of the Ministry's **vehicles** and equipment. The Office also evaluates **tenders** and trains Ministry **garage** staff.

TRAFFIC MANAGEMENT AND ENGINEERING
OFFICE

MTC 14

1201 Wilson Ave., Central Bldg.
Downsview M3M 1J8
416-235-3784

The Traffic Management and Engineering Office develops and implements policies, standards and procedures for **traffic** control devices (traffic signs and signals), illumination, **speed limits**, **electrical** design, electrical maintenance, etc., on provincial **highways**. It maintains an **accident** information file; develops traffic control techniques and devices; and assists in **municipal** studies and improvements. It also operates the **Q.E.W. Freeway Traffic Management System** and is implementing similar systems for Highway 401, Burlington Skyway and the Ottawa Queensway. Operational activities of the above functions are carried out by the regional offices (see this Ministry's Operations, Regional entry).

MAINTENANCE BRANCH

MTC 15

1201 Wilson Ave., Central Bldg.
Downsview M3M 1J8
416-235-3810

The Maintenance Branch's policies, standards and procedures cover **highway** maintenance operations, including highway landscaping, **advertising** signs and building **permits**.

ASSISTANT DEPUTY MINISTER - FINANCE AND ADMINISTRATION

FINANCIAL PLANNING AND ADMINISTRATION
BRANCH

MTC 16

1201 Wilson Ave., West Tower
Downsview M3M 1J8
416-235-4224

The Financial Planning and Administration Branch provides the Ministry with financial direction, planning, management and accounting services and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other Ontario government ministries and agencies. The branch is organized into four main function areas: general accounting including payroll, accounts payable and expense account services; financial systems development, maintenance, and control; budgetary planning, evaluation, development, control and analysis; prequalification of contractors for bidding on government contracts.

COMPUTER SYSTEMS BRANCH

MTC 17

1201 Wilson Ave., 2nd Flr., West Tower
Downsview M3M 1J8
416-235-3933 General Information
416-235-4380 Client Support

Computer Systems Branch is involved in the development and maintenance of ministry automated applications. Specialists develop and support computer related management and regulatory and transportation/engineering applications. Data processing standards, procedures and policies are evolved and maintained by the Branch and a client support service for mainframe and micro hardware and software end users is available.

Other services are graphic production, data conversion, hardware and software acquisition support, distributed data communication network support, corporate information technology planning support, product evaluation and testing and data security coordination and administration.

TRANSPORTATION CAPITAL BRANCH

MTC 18

1201 Wilson Ave., West Tower
Downsview M3M 1J8
416-235-4154

This Branch is responsible for the effective management of all transportation capital investment resources. It also manages program planning, priority setting, scheduling and expenditure control for the **Provincial Highways Program**.

The Highway Program Planning Office develops program strategies, policies, objectives and long-range plans. It develops and maintains planning information, carries out system planning studies for provincial **highways**, and applies priority planning techniques for proposed highway improvements.

The Highway Program Administration Office's function is administrative and financial coordinating within the Provincial Highways Program, including establishment of budgets and control of annual expenditures. It also prepares and maintains multi-year highway **construction** plans, and is responsible for staging, award schedules and expenditure control of all provincial highway improvement initiatives.

HUMAN RESOURCES BRANCH

MTC 19

1201 Wilson Ave., West Tower
Downsview M3M 1J8
416-235-3841

The Human Resources Branch performs personnel functions for the Ministry and works in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. It establishes ministry personnel policies and procedures and appropriate classification and compensation levels for ministry employees; designs, implements and manages a human resource planning process; and develops programs to encourage the practice of good health and safety habits in the work place; and administers Workers' Compensation Board claims. The branch is also responsible for staff recruitment, including management trainees; programs for staff relations incorporating all aspects of the grievance procedure and contract administration; staff development and training; and all matters affecting working conditions and performance. The branch maintains the Ministry's personnel, payroll and employee benefit records and provides liaison between the Ministry and the Human Resources Secretariat, the Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU).

SUPPLY AND SERVICES BRANCH

MTC 20

1201 Wilson Ave., Central Bldg.
Downsview M3M 1J8
416-235-3782

Administrative Services Office, under Supply and Services Branch, has three main sections: Information Management (235-4354) deals with information and data resource management issues; Office Services (235-4827) provides a wide spectrum of facilities and services related to an integrated office environment; Graphic Services (235-4365) is a

centralized graphics and publications planning, production and distribution facility, which also coordinates the production and distribution of ministry **maps** and **manuals**, including Ontario road maps (235-4339).

The **Library** and Information Centre (1201 Wilson Ave., Central Bldg., 1st Flr., Downsview 235-4546) contains a comprehensive book and periodical collection on ground transportation and communications and selected materials in related fields. The Centre has been designated the **Ministry reading room** to provide public access to ministry publications, statistics and some manuals and internal procedures used by the Ministry.

The Service Centre and Food Services Section (235-3776) is responsible for the **service centres** on Highways 400 and 401 and monitors **food** services within the Ministry.

The Purchasing and Supply Office (235-3782) provides for procurement, sales and distribution via 5 sections: Ontario Vehicles and Fuels Purchasing (235-3765) which purchases all **vehicles**, **petroleum** products and tires for the Ontario Government; General Purchasing (235-3748); Tenders (235-3746); Central Stores (235-3477); and Regional Advisory and Disposal (235-3775), which disposes of all vehicles for the Ontario Government as well as many other surplus and obsolete items.

The Ontario Government Fleet Administration Office coordinates the efforts and provides direction in the effective management of the government's fleet (235-4898).

GOVERNMENT GARAGE

MTC 21

881 Bay St.
Toronto M5S 1Z7
416-965-2148

The Government Garage provides a complete chauffeuring and **garage** service to all government ministries.

FRENCH LANGUAGE SERVICES

MTC 22

1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-235-4547

The French Language Services Coordinator implements, within this Ministry, the government's policy on French language services (the provision of such services to the Franco-Ontarian public).

SERVICES EN FRANCAIS

Le coordonnateur des services en français de ce Ministère est responsable de la mise en oeuvre de la politique du gouvernement en matière de services en langue française (services aux Franco-Ontariens en langue française).

ASSISTANT DEPUTY MINISTER - ENGINEERING AND CONSTRUCTION

ESTIMATING AND ENGINEERING CLAIMS OFFICE

MTC 23

1201 Wilson Ave., 6th Flr., West Tower
Downsview M3M 1J8
416-235-4287

The Estimating and Engineering Claims Office advises senior ministry officials on the

fair price to pay for **highway construction** and maintenance contracts. It can give an **economic** analysis of highway construction and related work, and produces annual reports on the cost per mile of construction, structures and unit bid prices. It is capable of determining **energy** requirements along with the quantities and unit value of manufactured and raw material incorporated into the work.

The office also assesses claims for additional costs submitted by contractors awarded Ministry engineering contracts, including all phases of highway construction and maintenance, construction of **bridges** and tunnels and associated work.

PROPERTY OFFICE

MTC 24

1201 Wilson Ave.,
East Bldg., Lower Flr.
Downsview M3M 1J8
416-235-4245

Property Office is responsible for provincial policies and procedures in the areas of **property appraisal**, acquisition, **land** management and disposal. The office ensures monitoring processes are carried out to obtain good quality and uniform standards of performance; reviews selected regional land appraisals; coordinates technical training programs and administers overall property related budgets. It also prepares all **arbitration** cases proceeding before the **Ontario Municipal Board**. Contact Engineering and Right-of-Way offices at regional offices listed under Operations, Regional.

HIGHWAY ENGINEERING DIVISION

HIGHWAY ENGINEERING DIVISION

MTC 25

1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-235-4408

The Highway Engineering Division develops policies, design procedures and systems, conducts research and offers advice for the infrastructure of the King's Highway System. It monitors the implementation and effectiveness of the processes and technologies used and identifies needed improvements in consultation with the Ministry's regional offices and with industry.

ENGINEERING MATERIALS OFFICE

MTC 26

1201 Wilson Ave., Central Bldg., Rm. 313
Downsview M3M 1J8
416-235-3733

The Engineering Materials Office and the Bituminous (235-3733), Concrete (235-3705), Chemicals (235-3726) and Soils and Aggregates (235-3735) Sections provide quality standards, policies and guidelines for materials and analysis services in the **construction**, maintenance and operation of **highways**. Expertise is provided through **laboratory** testing, technical evaluation and approval services related to materials to be used in the design construction, maintenance and operation of the transportation system, including highways and **bridges**

The Foundations Design Section (235-3731) conducts field investigations; geotechnical engineering analysis and foundation designs for the proper construction and maintenance

of highways and bridges. The Engineering Materials Office publishes reports which are distributed within the Ministry and are available to others on request.

ENVIRONMENTAL OFFICE

MTC 27

1201 Wilson Ave., West Bldg.
Downsview M3M 1J8
416-235-3478

The Environmental Office develops policies, procedures, monitoring and training to ensure the Ministry's compliance with **environmental** legislation and regulations. Particular emphasis is placed on project planning under the **Environmental Assessment Act** and **waste** management under the **Environmental Protection Act**. The **Environmental Resource Centre** gives public access to reports, guidelines and data related to transportation-environmental problems and issues. Environmental units are located in each of the Ministry's field offices (see this Ministry's Operations, Regional entry).

HIGHWAY DESIGN OFFICE

MTC 28

1201 Wilson Ave., West Bldg.
Downsview M3M 1J8
416-235-3493

The Highway Design Office develops policies and procedures for preliminary and detail **design**, **drainage** and **hydrology** and new products. It determines the skidding performance of pavements, evaluates the roughness and riding quality of **highways**, and develops and maintains standard specifications and drawings reflecting ministry **construction** and maintenance requirements. It develops, monitors and provides technical expertise on automation of highway design activities, which is carried out by a number of sections including: Design Development; Design Evaluation and Pavement; Highway Standards; Drainage and Hydrology Development and Design Automation.

STRUCTURAL OFFICE

MTC 29

3501 Dufferin St., 4th Flr.
Downsview M3K 1N6
416-235-4959

The Structural Office designs **bridges** and retaining walls on **highways** and prepares plans and contract documents for their **construction** and rehabilitation. It reviews proposed designs of **municipal** bridges and culverts; evaluates the safe load carrying capacity of bridges and recommends enactment of municipal load limit by-laws. It generates and maintains structural standards, structural manuals and handbooks and design aids.

SURVEYS AND PLANS OFFICE

MTC 30

1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-235-4258

The Surveys and Plans Office provides the Ministry with policy guidelines and procedures for legal, engineering and control surveys, aerial and ground **surveys** and **remote sensing**. It produces photogrammetric plans, cartographic **maps**, computer services, legal and engineering documentation and control survey data/services. Maps are available to the public through this ministry's Administrative Support Services Section of the Supply and Services Branch (235-4339).

Information is available on an area basis from the regional and district offices listed under this Ministry's Operations, Regional entry.

RESEARCH AND DEVELOPMENT BRANCH

MTC 31

1201 Wilson Ave., Central Bldg.

Downsview M3M 1J8

416-235-4740

The branch conducts **research** and development to improve the physical and safety attributes of highways. Pavement research focuses on design procedures, performance, and **pavement management systems**. Research on **bridge** structures ensures adequate load-carrying capacity, safety, economy, durability and the development of a bridge design code. The branch researches materials, construction and the environment to improve the in-service performance and behaviour of materials as well as the interaction of the highway facility with the immediate environment and the vehicle. Research is also conducted on traffic management systems, lighting and noise. A wide variety of technical **publications** (235-4703) are available.

The Pavement and Roadway Research Office (235-4742) carries out research relating to the design, maintenance, protection and management of **highway** pavements. Some projects involve commercial **vehicle** weights and measures, crack sealing, performance evaluation of pavements and maintenance techniques, and computer-based performance prediction methods and pavement management systems. Other areas include guiderail **design** and evaluation, illumination design and **noise** control.

A principal concern of the Materials Research Office (235-4740) is the corrosion of concrete structures. Technology has been developed for cathodic protection of bridge decks, parking **garages** and similar structures. The group has also developed techniques and standards for the **rehabilitation** of deteriorated decks.

Other areas of interest include the **environmental** effects of road salt, alternative de-icing **chemicals**, **geotextiles** and design of **drainage** systems.

The Structural Research Office (235-4740) staff maintains a program of bridge testing to ensure the viability and strength of Ontario's highway bridges. This group is also instrumental in the development of the **Ontario Highway Bridge Design Code** and new structural analysis and design techniques such as partial pre-stressing.

The Traffic and Decision Systems Office (235-4742) is responsible for freeway **traffic** management systems, municipal traffic control, two-lane rural highway traffic prediction and pedestrian risk-taking. Staff also evaluate high-tech applications such as security control and obstacle avoidance for automated **transit**, laser **communications** and the potential of **computer** artificial intelligence in ministry operations.

The Highway Innovations and Strategic Research Office (235-4743) develops methods to improve the implementation of research findings into ministry practice. Central to this is the integration of new products and engineering techniques. The Office is developing a computer database of new product information and research activities, and it monitors the activities of the US **Strategic Highway Research Program** (SHRP) and the Canadian equivalent (CSHRP). Publications include technical reports based on in-house research and funded projects.

ASSISTANT DEPUTY MINISTER - PROVINCIAL/MUNICIPAL TRANSPORTATION

COORDINATOR EXTERNAL RELATIONS

MTC 32

1201 Wilson Ave., West Tower
Downsview M3M 1J8
416-235-4058

The Coordinator, External Relations coordinates **intergovernmental** relationships between Ontario and the other provinces and the federal government in the field of **transportation**. For the information of senior management, activities, new programs and legislation of the federal and other provincial governments are monitored, and assessments are made of the possible impact on the Ministry.

TRANSPORTATION INDUSTRY OFFICE

MTC 33

Central Bldg., Rm. 102
1201 Wilson Ave.
Downsview M3M 1J8
416-235-3745

The Transportation Industry Office provides a focus within the Ministry for increasing initiatives related to **technological** and **industrial** development in Ontario. This function is realized by working with other ministries and levels of government to promote the development of **business** opportunities identified through MTC's wider-ranging **transportation** related activities, and by participating with business and other government agencies in the aggressive marketing of Ontario's transportation products, services and expertise in the international marketplace.

PROVINCIAL TRANSPORTATION DIVISION

AVIATION OFFICE

MTC 34

1201 Wilson Ave., West Tower
Downsview M3M 1J8
416-235-4049

The Aviation Office develops provincial policies on aviation matters; monitors the level of **air** services in Ontario; reviews air carrier applications for new or improved services submitted to the Canadian Transport Commission; and influences the federal government and the aviation industry for provision of improved transportation services and facilities in Ontario.

The office gives technical advice and **financial assistance** to municipalities for the development and maintenance of **municipal airports**, and plans and programs the construction and maintenance of remote airports in **Northern Ontario**.

The actual construction and maintenance activities for remote airports are carried out by this ministry's Remote Northern Transportation Office, Northwestern Region.

MARINE OFFICE

MTC 35

1201 Wilson Ave., West Tower
Downsview M3M 1J8
416-235-4044

The Marine Office works closely with the federal and other provincial governments, in cooperation with marine interests within the province, to formulate provincial policy sup-

porting the continued development of the **Great Lakes** and their ports as a viable commercial water **transportation** mode.

RAIL OFFICE

MTC 36

1201 Wilson Ave., West Tower
Downsview M3M 1J8
416-235-4058

The Rail Office develops provincial policy on **rail** matters. It maintains close contact with railway companies, shippers and regulatory authorities.

PASSENGER SYSTEMS OFFICE

MTC 37

1202 Wilson Ave., 2nd Flr., West Tower
Downsview M3M 1J8
416-235-4076

The Passenger Systems Office develops corporate policy positions on multi-modal passenger **transportation** issues and long-range perspectives for public and private transportation, particularly intercity. It is responsible for the Ministry's role in support of inter-modal passenger terminals and **publishes** the '**Ontario Intercity Guide to Public Transportation**' for free distribution.

GOODS DISTRIBUTION SYSTEMS OFFICE

MTC 38

1201 Wilson Ave., 2nd Flr., West Tower
Downsview M3M 1J8 -
416-235-4069

The Goods Distribution Systems Office offers a consulting service for Ontario **business** and **industry** encountering difficulties in the physical distribution of products. Service is provided by professional staff located in Downsview (see above), Thunder Bay, Sault Ste. Marie and Timmins. The office acts as the primary focus of contact with those in the private sector responsible for goods distribution. It provides analysis and prepares policy on goods distribution issues.

Goods Distribution Systems Office

Elgin Tower
390 Bay St.
Sault Ste. Marie P6A 2A7
705-942-7447

Goods Distribution Systems Office

Timcor Building, Ste. 202
273 Third Ave.
Timmins P4N 1E2
705-268-SHIP

Goods Distribution Systems Office

435 James St. S.
Thunder Bay P7C 5G6
807-475-SHIP

MUNICIPAL TRANSPORTATION DIVISION

MUNICIPAL TRANSPORTATION DIVISION

MTC 39

1201 Wilson Ave., West Tower
Downsview M3M 1J8
416-235-3990

The Municipal Transportation Division manages the Ministry's municipal transfer pro-

grams which assist municipalities in the development and operation of their transit systems for both conventional service and service for the physically disabled, and in the construction, rehabilitation and maintenance of their road systems. Authority is provided through the Public Transportation and Highways Improvement Act, Local Roads Boards Act and Statute Labour Act.

MUNICIPAL TRANSPORTATION POLICY PLANNING BRANCH

MTC 40

1201 Wilson Ave., West Tower
Downsview M3M 1J8
416-235-4093

The branch consists of: the Transportation Demand Research Office (235-4079); Municipal Transportation Policy Office (235-4093); Toronto Area Coordinating Office (235-3971); and Coordinator, Transportation Services for the Disabled (235-3971). It guides **municipal transportation** towards a balanced system of transit and roads by developing position papers on key issues and specific policy options; researches **travel** demand; monitors future trends and travel behaviour in the province; coordinates broad mobility initiatives for the **disabled** implements policy directions to coordinate its efforts with other offices, ministries, municipalities and transportation agencies; and provides a transportation focus within MTC for major planning initiatives in the greater Toronto area.

MUNICIPAL ROADS OFFICE

MTC 41

1201 Wilson Ave., West Tower
Downsview M3M 1J8
416-235-4009

The Municipal Roads Office formulates policy for providing **financial assistance** to **municipalities** and groups in **unorganized territories** for the **construction** and maintenance of **roads** and **bridges**. It develops systems to assist municipalities in the overall programming of capital works, and administers the **Public Transportation and Highway Improvement Act** and the **Local Roads Boards Act** Construction and maintenance in unorganized territories and direct contact on a day-to-day basis with municipalities is carried out in various district offices under the direction of Regional Municipal Roads Offices. For a list of the district offices, see this Ministry's Operations, Regional entry.

TRANSIT OFFICE

MTC 42

1201 Wilson Ave., West Tower
Downsview M3M 1J8
416-235-4010

The Transit Office provides **financial**, technical and organizational assistance to **municipalities** for **transit** operations by bus, streetcar, subway, and parallel services for physically **disabled persons**; for construction, acquisition and rehabilitation of capital assets and equipment; and for transit planning studies and demonstration projects.

TRANSPORTATION TECHNOLOGY AND
ENERGY BRANCH

MTC 43

1201 Wilson Ave., Central Bldg.
Downsview M3M 1J8
416-235-5037

The Transportation Technology and Energy Branch conducts and promotes **research**, development and application of **transportation** and **energy technologies** and systems to improve the efficiency and effectiveness of Ontario's transportation systems. It supports the transportation industry and fosters economic growth.

Technical **Publications** (235-3466) publishes and distributes technical reports and newsletters and brochures, in support of the branch's activities.

TRANSPORTATION TECHNOLOGY AND
ENERGY BRANCH

MTC 44

AUTOMOTIVE TECHNOLOGY AND SYSTEMS OFFICE

1201 Wilson Ave., Central Bldg.
Downsview M3M 1J8
416-235-5019

This Office initiates, conducts and evaluates research, development and demonstration activities to improve productivity, **safety** and application of technology to **bus transit** and commercial vehicles, including stability and handling. The office supports the **Transportation Energy Management Program** with **research** in **motor vehicles, trucks, alternate fuels, and electric** propulsion systems. To accommodate the testing needs of the Ministry and the Program, a central **laboratory** with a wide range of testing and instrumentation skills has been established.

TRANSPORTATION TECHNOLOGY AND
ENERGY BRANCH
RAIL TECHNOLOGY AND SYSTEMS OFFICE

MTC 45

1201 Wilson Ave., Central Bldg.
Downsview M3M 1J8
416-235-3459

The Rail Technology and Systems Office initiates and coordinates, projects in rail **transportation** technology, with the main focus on **research** development, demonstration and implementation of new technologies in urban **rail** transit. Activities include identifying technological needs and opportunities in cooperation with transit properties and industry; initiating projects to meet the needs; and managing Ministry funded projects. Studies are conducted in support of the above activities, and new developments in rail transit **technology** and their implementation are monitored. Rail vehicle dynamics, structures, **noise** and vibration testing and vision systems are included in the studies.

TRANSPORTATION TECHNOLOGY AND
ENERGY BRANCH
TRANSIT CONTROL TECHNOLOGY AND SYSTEMS OFFICE
1201 Wilson Ave., Central Bldg.
Downsview M3M 1J8
416-235-3459

MTC 46

The Transit Control Technology and Systems Office conducts research, development and demonstration activities in the application of control and information system technologies to improve transportation and communications in Ontario. Emphasis is on assisting the private sector in improving productivity and increasing the export potential of goods and services. Activities are concentrated in the areas of urban transit management; vehicular control systems; information systems; advanced technology applications such as **Wide Area Vehicle Monitoring (WAVM)**, transit maintenance information systems, robotics and expert systems for transit maintenance and operations.

TRANSPORTATION TECHNOLOGY AND
ENERGY BRANCH
TRANSPORTATION ENERGY MANAGEMENT PROGRAM (TEMP)
1201 Wilson Ave., Central Bldg.
Downsview M3M 1J8
416-235-5037

MTC 47

The Transportation Energy Management Program (**TEMP**) promotes energy efficiency and the use of alternative **fuels** with the aim of reducing Ontario's dependence on oil in its transportation sector. It is a joint program with the Ministry of Energy and deals with the following areas: **municipal transportation energy conservation**; ride-sharing (car and van pooling); DriveSave (**driver** efficiency improvement); TruckSave (**truck** energy conservation); alternative transportation fuels (propane, **natural gas**, methanol, greater use of diesels); administration of Government of Ontario energy management programs for its own **vehicle** fleet.

ASSISTANT DEPUTY MINISTER - SAFETY AND REGULATION

SPECIAL PROJECTS
1201 Wilson Ave., West Bldg.
Downsview M3M 1J8
416-235-3589

MTC 48

The Special Projects Office coordinates the Driver Project, which will upgrade and improve administration and computer support for **driver** licence administration. The Office is also responsible for coordinating **contingency planning** for the Transportation Regulation program.

TRANSPORTATION REGULATION
DEVELOPMENT BRANCH
1201 Wilson Ave., West Bldg.
Downsview M3M 1J8
416-235-3585

MTC 49

The branch promotes the safe and efficient highway transportation of people and goods within Ontario by: determining and evaluating regulatory program needs of private and commercial **drivers** and **vehicles**, providing information and liaison on government poli-

cies concerning the **highway** carrier industries; and preparing drafts for proposed legislation and regulation (**Highway Traffic Act, Public Commercial Vehicles Act, Public Vehicles Act, Motorized Snow Vehicles Act, Off-Road Vehicles Act**). It assists the Ontario Highway Safety Coordinator in the promotion and coordination of highway **safety** activities in the public and private sectors; develops, monitors and evaluates **educational** regulatory or policy initiatives designed to influence the qualification, behaviour and attitudes of drivers and other road users and the use of safety-related vehicle equipment; disseminates highway safety **information**, data and research findings; and publishes the **Ontario Road Safety Annual Report**.

TRANSPORTATION REGULATION OPERATIONS DIVISION

SYSTEMS IMPROVEMENT OFFICE

MTC 50

2680 Keele St., East Bldg.

Downsview M3M 3E6

416-235-4502

The Systems Improvement Office is an internal systems support office serving the operational units within the Safety and Regulation Program. It undertakes maintenance and development relating to the Drivers, Vehicles and Carrier systems (for internal and external parties). Systems maintenance and development is handled out of Toronto and the Kingston office located at 355 Counter St., Kingston K7L 1A7 (613-544-2220).

COMPLIANCE BRANCH

MTC 51

CARRIER LICENSING AND INFORMATION OFFICE

1201 Wilson Ave., East Bldg.

Downsview M3M 1J8

416-235-4493

Carrier Licensing and Information Office administers the **Public Vehicles Act** and the **Public Commercial Vehicles Act**. The office issues **licences** to: public **vehicles (PV)**, e.g., **bus** and charter operations; public commercial vehicles (**PCV**), e.g., **trucks**, tractors, dual purpose vehicles operating for hire in Ontario beyond the municipality of origin; and **freight** forwarders (**FF**). It issues Class **L permits** (single-trip) to U.S. common carriers for movements of freight-in-bond through Ontario to another destination, e.g., corridor movements; administers the **Motor Vehicle Inspection Station (MVIS)** program and issues licences to qualified applicants. It also provides **Safety Standard Certificates (SSC)** and inspection stickers to licensed **garages** for dump trucks, school buses and propane powered vehicles. Applications for cartage licences within a municipality should be made at the Clerk's office in the municipality. Vehicle inspection and issuance of permits are carried out by the regional and district offices listed under this Ministry's Operations, Regional, Drivers and Vehicles Office entry.

COMPLIANCE BRANCH

MTC 52

CARRIER CONTROL OFFICE

1201 Wilson Ave., East Bldg.

Downsview M3M 1J8

416-235-4479

Carrier Control Office investigates purported contraventions under the Motor Vehicle Transport (Federal), Public Commercial Vehicles (Provincial) and Public Vehicles (Pro-

vincial) Acts. It monitors operations of carriers and initiates control and sanction proceedings against offenders of the aforementioned Acts.

COMPLIANCE BRANCH
OPERATIONAL POLICY AND STANDARDS OFFICE
1201 Wilson Ave., West Bldg.
Downsview M3M 1J8
416-235-3568

MTC 53

The Operational Policy and Standards Office promotes the uniform delivery of programs to the public by providing directives, operating procedures and technical expertise within the Compliance Branch.

COMPLIANCE BRANCH
WEIGHTS AND DIMENSIONS OFFICE
1201 Wilson Ave., East Bldg.
Downsview M3M 1J8
416-235-4811

MTC 54

This office contributes to the protection of Ontario roads by enforcing controls on **vehicle** weights and dimensions. It responds to public and industry inquiries in the areas of over-size and overweight vehicle **permit** moves and issues applicable permits.

COMPLIANCE BRANCH
VEHICLE STANDARDS OFFICE
1201 Wilson Ave., West Bldg.
Downsview M3M 1J8
416-235-3587

MTC 55

The Vehicle Standards Office provides consulting services to the Ministry, other government agencies and the public on **vehicle** related legislation and regulations, vehicle safety standards, vehicle performance and handling characteristics.

COMPLIANCE BRANCH
DANGEROUS GOODS TRANSPORTATION PROJECT
1201 Wilson Ave., West Bldg.
Downsview M3M 1J8
416-235-3568

MTC 56

This office coordinates the development of a uniform national code for the **transportation** of dangerous goods, to ensure public safety.

LICENSING AND CONTROL BRANCH
2680 Keele St., East Bldg.
Downsview M3M 3E6

MTC 57

The Licencing and Control Branch regulates qualifications and performance of **drivers** and **vehicles** and maintains licensing, registration and conviction records for drivers and vehicles. The branch also provides driver and vehicle information to the public, the courts and law enforcement agencies. For vehicle licensing inquiries; driver control inquiries (suspensions, demerit points); driver licensing inquiries (renewals, change of address), call 235-2999 or contact nearest regional or district Drivers and Vehicles Office.

LICENSING AND CONTROL BRANCH
 RECIPROCITY AND PRORATE OFFICE
 1201 Wilson Ave., East Bldg.
 Downsview M3M 1J8
 416-235-4774

MTC 58

The Reciprocity and Prorate Office administers Ontario's participation in the **Canadian Agreement on Vehicle Registration (CAVR)**, which has been implemented by all ten Canadian provinces (excluding the territories). The objective of the agreement is to provide for the smooth and efficient movement of goods across provincial boundaries, allowing **trucking** companies and commercial carriers to apportion their registration fees in each participating province. It provides reciprocity for **registration** of commercial **motor vehicles** (trucks and buses) in the following ways. Full and free reciprocity is provided for small trucks, trailers, charter buses and trucks carrying used household goods. Commercial vehicles not covered by full and free reciprocity may register in member jurisdictions and have the registration fees prorated, based on the distance travelled in each jurisdiction.

OPERATIONS, REGIONAL

OPERATIONS, REGIONAL

MTC 59

Operations, Regional of this Ministry are conducted through five regional and 18 provincial highways district offices which perform pre-contract engineering, **construction** and maintenance activities and other functions associated with the **Provincial Highways Program**. They also perform some of the program delivery functions of the Municipal Roads Program, Safety and Regulations Program and Air Program. These functions are described more fully under the following Operations, Regional entries: Administrative Services, Construction Office, Drivers and Vehicles Office, Engineering and Right-of-Way Office, Maintenance Office, Municipal Roads Office, Remote Northern Transportation, and Resources Planning and Scheduling. The Drivers and Vehicles Office has five regional offices, twelve district offices and a number of driver examination centres, which are listed under the Operations, Regional, Drivers and Vehicles Office.

The 18 provincial highways district offices assist municipal authorities in developing and maintaining a system of highways that meets municipal needs and is complementary to the provincial highways system. They advise on construction and maintenance techniques when requested and authorize payment of Ministry **subsidy** funds to **municipalities**. In **unorganized territories**, the district offices carry out construction or maintenance of local roads in cooperation with land owners. The offices also provide information on the condition of provincial **roads** and **highways**. Listed below are the five regional and 18 provincial highway district offices.

CENTRAL REGION

Regional Office

5000 Yonge St.

North York M2N 6E9

416-224-7400

If long distance dial

1-800-268-0637 (General Information)

1-800-268-1376 (Road Information)

1-800-268-1387 (Winter Conditions)

District 4

P. O. Box 5020

1182 North Shore Blvd.

Burlington L7R 3Z9

416-637-5625

District 7

P. O. Box 150

138 Hope St. N.

Port Hope L1A 3W3

416-885-6381

District 6

5000 Yonge St.

North York M2N 6E9

416-224-7400

EASTERN REGION

Regional Office

P. O. Box 4000

355 Counter St.

Kingston K7L 5A3

613-545-4600

If long distance dial

1-800-267-0295 (General Information)

1-800-267-0284 (Road Information)

District 10

P. O. Box 300

64 Monck Rd.

Bancroft K0L 1C0

613-332-3220

If long distance ask Operator

for Zenith 83580

(General & Road Information)

District 8

P. O. Box 4000

355 Counter St.

Kingston K7L 5A3

613-545-4600

District 9

530 Tremblay Rd.

Ottawa K1G 0E4

613-745-6841

NORTHERN REGION

Regional Office

P. O. Box 477

McKeown Ave.

North Bay P1B 8L2

705-472-7900

If long distance dial

1-800-461-9547 (General Information)

1-800-461-9523 (Road Information)

District 16

P. O. Box 820

50 Third Ave.

Cochrane P0L 1C0

705-272-4333

District 11

207 Main St.

Huntsville P0A 1K0

705-789-2391

District 14

P. O. Box 1390

500 Rockley Rd.

New Liskeard P0J 1P0

705-647-6761

District 13

P. O. Box 3030

447 McKeown Ave.

North Bay P1B 8L2

705-472-7900

District 17

P. O. Box 7000

Station 'A'

Sudbury P3A 4S2

705-522-9380

NORTHWESTERN REGION

Regional Office

615 James St. S.
P. O. Box 1177, Station 'F'

Thunder Bay P7C 4X9

807-577-6451

If long distance dial

1-800-465-6941 (General Information)

1-800-465-6943 (Road Information)

District 20

P. O. Box 1070

808 Robertson St.

Kenora P9N 3X9

807-468-6494

District 18

P. O. Box 500

McDougall St.

Sault Ste. Marie P6A 5M6

705-256-5682

District 19

P. O. Box 96

615 James St. S.

Thunder Bay P7C 4V7

807-577-6451

SOUTHWESTERN REGION

Regional Office

P. O. Box 5338

659 Exeter Rd.

London N6A 5H2

519-681-1441

If long distance dial

1-800-265-6072 (General Information)

1-800-265-6070 (Road Information)

District 1

P. O. Box 819

60 Keil Dr.

Chatham N7M 5L3

519-354-1400

District 2

P. O. Box 6008

659 Exeter Rd.

London N5V 2Y4

519-681-1441

District 5

P. O. Box 520

1450 Seventh Ave. E.

Owen Sound N4K 5R1

519-376-7350

District 3

P. O. Box 8

581 Huron St.

Stratford N5A 6S8

519-271-3550

OPERATIONS, REGIONAL ADMINISTRATIVE SERVICES

MTC 60

Regional and district offices provide financial, personnel, supply and support services to all program staff operating out of regional/district and field offices. These include payroll and related items; processing accounts for payment; maintaining cost records and budgets; purchasing goods and/or services and stockkeeping; supply and service tenders; communications (telephone, teletype); recruitment, classifications, counselling of staff, etc.; newspaper advertising; secretarial support, furniture and office equipment ordering and record maintenance. See this Ministry's Operations, Regional entry, for a list of regional and district offices.

OPERATIONS, REGIONAL CONSTRUCTION OFFICE

MTC 61

Through five Regional Construction Offices, the Ministry supervises contracts for the

construction of new **highway** facilities and for rehabilitation and upgrading of the existing highways. These offices are located at the five regional offices listed under this Ministry's Operations, Regional entry.

OPERATIONS, REGIONAL DRIVERS AND VEHICLES OFFICE

MTC 62

Operations, Regional, Drivers and Vehicles Office provides driver examination, vehicle inspection and highway carrier enforcement programs through five regional and 14 district offices in the Province. The offices hold driver examination tests for various classifications of **drivers** of **motor vehicles** including **motorcycles** and for driver education instructors, and issue driver **licences** at 65 full-time centres and 98 travel points. Demerit system and driver improvement interviews are conducted at offices throughout the Province. The vehicle inspection function involves inspection of commercial motor vehicles, monitoring of **school** and non-commercial **bus** inspection, issuance of **safety** standard certificates, and operation of portable and permanent inspection lanes. Highway Carrier officers inspect commercial motor vehicles for compliance with weight and license legislation. Oversize/overweight **permits** are issued in districts on an annual, project and single-trip basis. The following is a list of the 5 regional offices, and 14 district offices and the 65 full-time driver examination centres, arranged alphabetically by city or town.

CENTRAL REGION

Regional Office

5000 Yonge St.
North York M2N 6E9
416-224-7400
If long distance dial
1-800-268-7590 vehicle inquiry
1-800-268-0637 general inquiry

District Offices

District 21
773 Warden Ave.
Scarborough M1L 4C2
416-750-3407
(Regional Municipality of York & Metropolitan Toronto)

Driver Licensing
416-751-4952

Bus & Truck Operations
Safety Inspection of Vehicles
416-750-3407

Vehicle Permits & Licences
Queen's Park: 416-965-2206

Oversize/Overweight Permits
416-750-3407

District 22
7900 Airport Rd.
Brampton L6T 4N8
416-793-4340
(Regional Municipalities of
Halton and Peel)

Driver Licensing
416-793-4336

Bus and Truck Operations
Safety Inspection of Vehicles
Oversize Overweight Permits
416-793-4340

District 23
370 Kenora Ave. N.
Stoney Creek L8E 2W2
416-561-5921
(County of Brant, the former
County of Haldimand & the Regional
Municipalities of
Hamilton-Wentworth and Niagara)

Driver Licensing
416-561-5921

Bus & Truck Operations
416-561-5926

Safety Inspection of Vehicles
416-561-5927

Vehicle Permits & Licences
416-561-5921

Oversize/Overweight Permits
Hamilton: 416-561-5921
St. Catharines: 416-685-6527

District 24
138 Hope St. N.
P. O. Box 150
Port Hope L1A 3W3
416-885-2481
(Counties of Northumberland,
Peterborough, Victoria and
Regional Municipality of Durham)

Driver Licensing
Bus and Truck Operations
Safety Inspection of Vehicles
416-885-2481

Oshawa Office
67 Thorton Rd.
Oshawa L1J 5Y1
416-728-7505

EASTERN REGION

Regional Office

355 Counter St.
Kingston K7L 5A3
613-544-2220
If long distance dial
1-800-267-0295

District Offices

District 41
355 Counter St.
Kingston K7L 5A3
613-544-2220
(Counties of Lennox and Addington,
Hastings, Prince Edward, Frontenac,
Leeds and Grenville, Stormont,
Dundas and Glengarry)

District 42
1570 Walkley Rd.
Ottawa K1V 6P5
613-731-1760
(Counties of Lanark, Renfrew,
Prescott, Russell and the Regional
Municipality of Ottawa-Carleton)

Driver Licensing
613-731-1760

Bus & Truck Operations
Safety Inspection of Vehicles
Oversize/Overweight Permits
Vehicle Permits & Licences
613-731-6451

NORTHERN REGION

Regional Office

447 McKeown Ave.
P.O. Box 3030
North Bay P1B 8L2
705-472-7900
If long distance dial
1-800-461-9548

District Offices

District 51

447 McKeown Ave.

North Bay P1B 8L2

705-472-7900

If Long distance dial

1-800-461-9547

(District of Parry Sound,

Nipissing, the District

Municipality of Muskoka & the

Provisional County of Haliburton)

District 52

83 Algonquin Blvd. W.

Timmins P4N 2R4

705-264-5349

(Districts of Timiskaming and
Cochrane, Sudbury, Manitoulin and
Eastern part of Algoma District
and the Regional Municipality
of Sudbury)

Driver Licensing

705-264-5349

Sudbury (Drivers & Vehicles)

705-566-0315

Bus & Truck Operations

Safety Inspection of Vehicles

Oversize/Overweight Permits

705-264-2239

Driver Licensing

705-264-1414

NORTHWESTERN REGION

Regional Office

615 James St. S.

Box 1177, Station 'F'

Thunder Bay P7C 4X9

807-475-4291

If long distance dial

1-800-465-5032/3 (road information)

1-800-465-5034 (switchboard)

1-800-465-5035 (drivers & vehicles)

District Offices

District 62

808 Robertson St.

Box 2250

Kenora P9N 3X9

807-468-9715

(Districts of Kenora
& Rainy River)

Driver Licensing

Oversize/Overweight Permits

Bus & Truck Operations

Safety Inspection of Vehicles

807-468-9715

District 63

370 Lake St.

Sault Ste. Marie P6B 3L1

705-254-4365

(District of Algoma)

District 61

615 James St. S.

Thunder Bay P7C 4X9

807-475-4291

(District of Thunder Bay)

Vehicle Licensing

Driver Licensing

Oversize/Overweight Permits

Bus & Truck Operations

Safety Inspection of Vehicles

807-475-4291

Dryden Office

479 Government Rd.

P. O. Box 3000

Dryden P8N 3B3

807-223-3237

Fort Frances Office

621 Mowat Ave.

P. O. Box 536

Fort Frances P9A 3M8

807-274-6623

Wawa Office
11B Second Ave.
Box 497
Wawa P0S 1K0
705-856-7086

SOUTHWESTERN REGION

Regional Office

659 Exeter Rd.
P. O. Box 5338
London N6A 5H2
519-681-1441
If long distance dial
1-800-265-6072

District Offices

District 33
524 Belmont Ave. W.
Kitchener N2M 5E3
519-744-6340
(Counties of Huron, Perth,
Wellington, Bruce, Grey,
Dufferin, Simcoe and the Regional
Municipality of Waterloo)

Driver Licensing
519-744-6340

Bus & Truck Operations
Kitchener: 519-744-1129
Clinton : 519-482-5536
Owen Sound: 519-376-1341
Barrie: 705-726-3833

Safety Inspection of Vehicles
519-744-1120

Oversize/Overweight Permits
Barrie: 705-726-1262
Kitchener: 519-744-6340

District 31
659 Exeter Rd.
London N6A 5H2
519-681-1441
(Counties of Elgin, Oxford,
Middlesex and the former County
of Norfolk)
Suspension Information
1-800-265-6073

Bus & Truck Operations
London: 519-681-1441, ext. 121 or 170
Putnam: 519-268-8240
Tillsonburg: 519-842-5739

Safety Inspection of Vehicles
Oversize/Overweight Permits
Vehicle Permits & Licences
519-681-1441

District 32
2090 Wyandotte St. E.
Windsor N8Y 1E6
519-258-8312
(Counties of Essex,
Kent & Lambton)

Driver Licensing
Bus & Truck Operations
Windsor: 519-258-8312
Windsor: 519-723-2227
Sarnia: 519-542-7709

Safety Inspection of Vehicles
519-258-8312

Oversize/Overweight Permits
Sarnia: 519-542-7707/8
Windsor: 519-258-8312

DRIVER EXAMINATION CENTRES

800 Yonge St. S.
Aurora L4G 1M2
416-773-5019

64 Monck St., Box 300
Bancroft K0L 1C0
613-332-3230 Ext. 29

The Duckworth Plaza
353 Duckworth St.
Barrie L4M 3X8
705-726-1262

220 Dundas St. E.
Belleville K8N 1E3
613-962-8661/2

John Rhodes Driver Examination Centre
7900 Airport Rd.
Brampton L6T 4N8
416-793-4336

14 Holiday Inn Dr.
P. O. Box 1554
Brantford N3T 5V6
519-756-5735/0290

44 Parkdale Ave.
Brockville K6V 3G8
613-342-9772/9

Towers Plaza
152 Plains Rd. W.
Burlington L7T 1E9
416-632-0446

261 Elgin St. N.
Box 123
Cambridge N1R 5S9
519-623-0550

Court House
Cayuga NOA 1E0
416-772-5302

62 Keil Dr. S.
Chatham N7M 3G8
519-352-6154

154 Beech St.
Clinton N0M 1L0
519-482-7831

19 Charles St.
Cobourg K9A 2T4
416-372-9415

50 Third Ave.
Bag 5000
Cochrane P0L 1C0
705-272-4333

120 Tollgate Rd. W.,
Cornwall K6J 5M3
613-933-8921/2

479 Government Rd.
P. O. Box 3000
Dryden P8N 3B3
807-223-3237

375 Station Rd.
Box 240
Espanola P0P 1C0
705-869-4884

621 Mowat Ave.
Box 536
Fort Frances P9A 1Z2
807-274-6623

Victoria Grange Plaza
25 Victoria Rd. N.
Guelph N1E 5G6
519-824-2790

Mountain Plaza, Store U
673 Upper James St.
Hamilton L9C 5R9
416-389-2242/3

21 Nelson St.
Hawkesbury K6A 1L4
613-632-4638

207 Main St. W.
Equipment Bldg.
Huntsville P0A 1K0
705-789-2391

6 Queen St.
Kapuskasing P5N 1G7
705-335-4290

808 Robertson St.
Box 2250
Ontario Government Bldg.
Kenora P9N 3X8
807-468-9715/5618

355 Counter St.
Kingston K7L 5A3
613-544-2220 Ext. 347

40-B Lebel Ave.
Kirkland Lake P2N 2Y5
705-567-7911

524 Belmont Ave. W.
Kitchener N2M 5E3
519-744-6340/1

89 Erie St. N.
Leamington N8H 2Z7
519-326-2581

Ontario Government Bldg.
322 Kent St. W., Rm. 133
Lindsay K9V 2Z9
705-324-6431

659 Exeter Rd.
Box 5338
London N6A 5H2
519-681-2501 recording
519-681-2503 direct line

578 King St.
Midland L4R 4P3
705-526-9471

500 Rockley Rd.
Box 1209
New Liskeard P0J 1P0
705-647-5406

Stamford Green Plaza
3483 Portage Rd. N.
Niagara Falls L2J 2K5
416-356-0742

447 McKeown Ave.
Box 3030
North Bay P1B 8L2
705-472-7900 Ext. 329

Oaktown Plaza
568 Kerr St.
Oakville L6K 3C7
416-845-0451

70 First St., Ste. 101
Orangeville L9W 2E5
519-941-6861

I.G.A. Plaza
404 Lachie St.
Orillia L3V 4P5
705-326-9293

67 Thornton Rd. S.
Oshawa L1J 5Y1
416-728-7616/7505

1570 Walkley Rd.
Ottawa K1V 6P5
613-731-1760

1450 Seventh Ave. E.
Owen Sound N4K 5R1
519-376-2342/2343

513 Eganville Rd.
Pembroke K8A 4E6
613-732-7041

164 Sherbrooke St.
Peterborough K9J 2N3
705-745-2332

32 Duke Ave.
Renfrew K7V 3B9
613-432-4556

512 Welland Ave.
St. Catharines L2M 5V5
416-685-6527/8

1362 Lambton Mall Rd., Ste. 4
Sarnia N7S 5A1
519-542-7707/8

370 Lake St.
Sault Ste. Marie P6B 3L1
 705-254-4365/6

773 Warden Ave.
Scarborough M1L 4C2
 416-751-4952

599 Bank St.
Simcoe N3Y 3N3
 519-426-6722

10 Church St. W.
Smiths Falls K7A 1P5
 613-283-2815

370 Kenora Ave. N.
Stoney Creek L8E 2W2
 416-561-5921

581 Huron St.
Stratford N5A 5T8
 519-271-0961

200 Metcalfe St. E.
Strathroy N7G 1P8
 519-245-1020

Montrose Mall
 782 LaSalle Blvd.
Sudbury P3A 1X4
 705-566-0315

615 James St. S.
 Box 1177, Station 'F'
Thunder Bay P7C 4X9
 807-475-4291

56 Brook St. E.
Tillsonburg N4G 1Z6
 519-842-5739

83 Algonquin Blvd. W.
Timmins P4N 2R4
 705-264-5349

Rm. M1-20, Macdonald Block
Queen's Park, Toronto M7A 2A2
 416-965-6061

262 Falstaff Ave.
Toronto M6L 2G1
 416-248-7211

82 Division St.
Trenton K8V 4W5
 613-392-3346

220 Ridout St.
Walkerton N0G 2V0
 519-881-3400

11B Second Ave.
 Box 497
Wawa P0S 1K0
 705-856-7086

A & P Plaza
 325 Thorold St. W.
Welland L3C 3W4
 416-732-3132

449 Main St. E.
Winchester K0C 2K0
 613-774-2206

2090 Wyandotte St. E.
Windsor N8Y 1E6
 519-258-8312

Springbank Shopping Plaza
 212 Springbank Ave.
Woodstock N4S 7R3
 519-539-2223

OPERATIONS, REGIONAL ENGINEERING AND RIGHT-OF-WAY OFFICE

MTC 63

An Engineering and Right-of-Way Office is located at each of the Ministry's five regional offices listed under the Operations, Regional entry. Each office manages all pre-construction engineering activities, **environmental** assessment, **property** acquisition and disposal required for the Ministry's **highway** improvement programs. The Planning and Design Section prepares preliminary designs and assessments of existing and future high-

way systems; produces detailed project and contract designs; coordinates activities to ensure that detailed design contract packages conform to the Environmental Assessment Act; and ensures compatibility of public and private developments with existing highway facilities and future improvements. The Surveys and Plans Section provides all engineering and land **surveys** and aerial **photograph** interpretation in the region. The Property Section acquires, manages, leases and sells the Ministry's property holdings. The Geotechnical Section conducts investigations and evaluations of existing **soil** conditions, recommends embankments and pavement designs; specifies retaining wall and culvert foundation capacities; and identifies and tests aggregate sources suitable for use by ministry contractors. The Structural Section undertakes structural and **hydrological** designs.

OPERATIONS, REGIONAL MAINTENANCE OFFICE

MTC 64

The **Highway Maintenance Program** for all districts in the region is coordinated, approved and monitored through the regional offices (see list under this Ministry's Operations, Regional entry). These offices manage **construction** and maintenance programs associated with patrol yards and buildings. Through their Traffic Section, they collect **traffic statistics**, conduct traffic operations studies, determine **road** information sign and traffic signal locations and provide traffic engineering services upon request from authorities external and internal to the Ministry.

OPERATIONS, REGIONAL MUNICIPAL ROADS OFFICE

MTC 65

This office approves and authorizes **financial assistance** to **municipalities** through the Ministry's municipal **road** programs, within policy guidelines established by Head Office. A Municipal Roads Office is located at each of the Ministry's 18 district offices in the five regions which are listed under the Operations, Regional entry.

OPERATIONS, REGIONAL REMOTE NORTHERN TRANSPORTATION

MTC 66

615 James St. S.

P.O. Box 1177, Postal Station 'F'

Thunder Bay P7C 4X9

807-557-6451

This office, located in the northwestern regional headquarters, is responsible for the **construction** and ongoing operation of remote **airports** in **Northern Ontario**. For information on provincial policy on aviation matters, see this Ministry's Aviation Office entry.

OPERATIONS, REGIONAL RESOURCES PLANNING AND SCHEDULING

MTC 67

A Resources Planning and Scheduling Office is located at some of this Ministry's regional offices (see the Operations, Regional entry, for a list of regional offices). The offices provide **computer** services support, staff training and development, **personnel** management and management **systems development** to each region. They coordinate improvements to the **highway** system within the regions as part of the Provincial Highways Program. These functions are supported by the Regional Administrative Services Office in regions that do not have a Resources Planning and Scheduling Office.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN). Some of this Ministry's agencies are listed below. For information on agencies not listed contact this Ministry's information or telecommunications branch.

ONTARIO HIGHWAY TRANSPORT BOARD

MTC 68

151 Bloor St. W., 10th Flr.
Toronto M5S 2T5
416-965-1845

The Ontario Highway Transport Board, a regulatory tribunal, approves issuance of and changes to **licences** for **bus** and **truck** for-hire services. It recommends to the Minister of Transportation and Communications approval or rejection of transfers of operating licences and public vehicle tariffs. Operating licences are issued by the Minister of Transportation and Communications under the following Acts: Public Commercial Vehicles Act, Public Vehicles Act and Motor Vehicle Transport Act, Canada. These acts require that for-hire bus and truck operators hold an operating licence. This office maintains a **library**, available to the public, of trucking rates and tariffs. It also publishes the O.H.T.B. Annual Report.

ONTARIO TELEPHONE SERVICE COMMISSION

MTC 69

3625 Dufferin St., Ste. 200
Downsview M3K 1Z2
416-235-4950

Under the **Telephone Act**, the Ontario Telephone Service Commission (**OTSC**) is responsible for regulating the providers of telephone services under provincial jurisdiction. There are 30 telephone systems within the jurisdiction of the Ontario Telephone Service Commission. Bell Canada is not included; it reports to the Canadian Radio-Television and Telecommunications Commission (CRTC).

GO TRANSIT

MTC 70

555 Wilson Ave.
Downsview M3H 5Y6
416-630-5220

GO Transit is an inter-regional **transit** system serving Metro Toronto and the surrounding Regions of Durham, York, Peel, Halton and Hamilton-Wentworth. GO (for Government of Ontario) administers the system, and contract operators handle most of the day-to-day service: CN Rail and CP Rail for GO Train service, and Gray Coach Lines, Travelways and Charterways for GO Bus service. For information on timetables and fares, phone the local GO Transit number (in Toronto, 630-3933). GO reports to the Legislature through the Minister of Transportation and Communications.

LICENCE SUSPENSION APPEAL BOARD

MTC 71

700 Bay St., 24th Flr.
Toronto M5G 1Z6
416-963-1583

The Board hears appeals: from persons whose **driver** or **vehicle licence** has been suspended under the **Highway Traffic Act**, Section 30 and Section 18; and concerning the

refusal, revocation or conditions of motor vehicle inspection station licences under the Highway Traffic Act, Section 75(8) (a) and (e) and Section 77 (a) and (c).

ACTS

ACTS

MTC 72

The following is a list of Acts administered by the Ministry of Transportation and Communications. For information on which branches administer the Acts, see Key Word Index or contact this Ministry's legal service branch or information/communications branch.

- Airports Act
- Blue Waters Bridge Act
- Bridges Act
- Commuter Services Act
- Dangerous Goods Transportation Act, 1981
- Ferries Act
- Highway Traffic Act
- Local Roads Boards Act
- Ministry of Transportation and Communications Act
- Ministry of Transportation and Communications Creditors Payment Act
- Motorized Snow Vehicles Act
- Municipal Electric Railways Act
- Muskoka & Parry Sound Telephone Co., Limited Aquisition Act, 1978
- Off-Road Vehicles Act, 1983
- Ontario Highway Transport Board Act
- Ontario Telephone Development Corporation Act
- Ontario Transportation Development Corporation Act
- Public Commercial Vehicles Act
- Public Service Works on Highways Act
- Public Transportation and Highways Improvement Act
- Public Vehicles Act
- Railways Act
- Statute Labour Act (Part)
- Telephone Act
- Toll Bridges Act
- Toronto Area Transit Operating Authority Act
- Township of Pelee Act, 1978
- Urban Transportation Development Corporation Ltd. Act

MINISTRY OF TREASURY AND ECONOMICS

Frost Bldg. South

Queen's Park, Toronto M7A 1Y7

A Treasury department in Ontario was first established in 1867. Over the years it has been a part of various other government departments including Education, Commerce, Development and Federal and Provincial Relations. In 1972, certain sections of the Department of Municipal Affairs and the Department of Treasury and Economics were combined to form the Ministry of Treasury, Economics and Intergovernmental Affairs. The Ministry of Treasury and Economics was established under the Ministry of Treasury and Economics Act, 1978.

The Ministry of Treasury and Economics recommends fiscal, economic and regional policies within the Ontario government. It deals with taxation and fiscal policy (including development of the Provincial Budget), economic policy and analysis, regional economic development, provincial borrowing and accounting and statistical information.

DEPUTY MINISTER'S OFFICE

OFFICE OF LEGAL SERVICES

TREASURY 1

Frost Bldg. S., 5th Flr.

Queen's Park, Toronto M7A 1Y7

416-965-5239

Legal services for the Ministry of Treasury and Economics are provided by this branch. It counsels the Ministry on the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. General legal services include the settling of claims, the drafting of agreements and legal advice on government finance. It is responsible to the Attorney General's Office.

ADMINISTRATION

AFFIRMATIVE ACTION PROGRAM

TREASURY 2

Frost Bldg. S., 5th Flr.

Queen's Park, Toronto M7A 1Y7

416-965-5446

Equality in employment for women crown employees is a policy of the Ontario government. Through its **Affirmative Action Program**, the ministry provides equal opportunity for employment, with special emphasis on training and promoting women into senior management; training women for technology-related occupations and increasing the number of women in occupational groups where they represent less than 30 per cent of the employees. The Affirmative Action office assists managers and employees with initiatives to meet these objectives.

COMMUNICATIONS SERVICES BRANCH

TREASURY 3

Frost Bldg. S., 5th Flr.

Queen's Park, Toronto M7A 1Y7

416-965-7171

Telex 06-217575

Telecopier 416-965-3067

Communications Services Branch informs the public, client groups and the media about

the Ministry's activities. It establishes the Ministry's communications policy, advises its branches on communications problems and provides communications support to the Treasurer and the Deputy. Its activities include media liaison, answering public inquiries and producing and distributing news releases, statements and publications.

LIBRARY SERVICES BRANCH

TREASURY 4

Frost Bldg. N., Main Flr.
Queen's Park, Toronto M7A 1Y8
416-965-2314

Library Services Branch operates a **library** which has reference materials for use by this Ministry, the Ministry of Intergovernmental Affairs, Human Resources Secretariat, Management Board, and their agencies and, to a lesser extent, by other provincial and federal ministries. The library has an index to **legislation** in the form of **Private Acts** in Ontario since 1867, which may be of interest to **municipalities** and the public.

MANAGEMENT SERVICES BRANCH

TREASURY 5

Frost Bldg. S., 5th Flr.
Queen's Park, Toronto M7A 1Y7
416-965-5500

Systems for the allocation and utilization of the Ministry's resources and results-oriented style of management are developed and monitored by this branch. It oversees organization, conducts studies, coordinates the Administration Manual, liaises with the Management Board Secretariat and assists the Coordinator, Freedom of Information, in planning for the implementation of the **Freedom of Information** and Protection of Individual Privacy legislation in the Ministry.

ACCOUNTS AND OFFICE SERVICES BRANCH

TREASURY 6

1075 Bay St., 4th Flr.
Toronto M5S 2B1
416-965-4085

Accounts and Office Services Branch performs administrative functions for the Ministries of Treasury and Economics, Intergovernmental Affairs, Energy, the Ontario Energy Board, Management Board Secretariat, Human Resources Secretariat, Cabinet Office and Office of the Premier.

General accounting functions include sharing payroll processes with the Ministry's Personnel Branch; expense account services; accounts payable; financial liaison with the Provincial Auditor and other government ministries and agencies; and data processing/systems services.

Administrative services cover the purchasing of goods and services, supply management, printing, duplicating, word processing, mail, transportation, records management, assets management, maintenance of policy and procedures manuals (e.g., Manual of Administration) and, in liaison with the Ministry of Government Services, coordination of common services, such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. The branch is also responsible for office safety supervision.

INTERNAL AUDIT SERVICES BRANCH

TREASURY 7

1075 Bay St., 4th Flr.

Toronto M5S 2B1

416-965-5123

This Branch audits all operations of the Ministry, its agencies and clients to provide management with a systematic, independent appraisal of the efficiency, economy and effectiveness of internal controls and management practices. Clients include the Ministry of Intergovernmental Affairs, Ministry of Energy, Ministry of Skills Development, Management Board, Civil Service Commission, Human Resources Secretariat, Office of the Premier and Cabinet Office.

PERSONNEL BRANCH

TREASURY 8

1075 Bay St., 4th Flr.

Toronto M5S 2B1

416-965-6171

Personnel Branch performs the personnel functions for the Ministry of Treasury and Economics, the Ministry of Intergovernmental Affairs, the Ministry of Energy, the Ontario Energy Board, the Office of the Premier, Cabinet Office, and the Ministry of Skills Development. The branch works mainly in an advisory capacity with line managers whose primary task is personnel matters within their units. It is responsible for establishing personnel policies and procedures, and appropriate classification and compensation levels for all ministry employees, staff recruitment, employee counselling, investigation of employee grievances and all matters affecting working conditions and performance. Personnel Branch maintains the Ministry's personnel, payroll and employee benefit records. It also serves as liaison between the Ministry and the Human Resources Secretariat, Management Board of Cabinet and the Ontario Public Service Employees Union (OPSEU).

TREASURY DIVISION

FINANCE MANAGEMENT BRANCH

TREASURY 9

Frost Bldg N., 2nd Flr.

Queen's Park, Toronto M7A 1Y7

416-965-2914

Finance Management Branch provides analysis, recommendations, and implementation of government finance policy to ensure sound strategy and to maintain Ontario's status in capital markets; controls and manages the government's cash flows to ensure that obligations are met without default and that surplus funds are **invested**; provides direction for the Province's centralized financing policy and government debt management requirements, including the issuance and retirement of Province of Ontario debt **securities** (**debentures** and **treasury bills**); coordinates overall **debt** policy for the public and non-public financing of the Province, Ontario Hydro and all boards, commissions and agencies utilizing the provincial guarantee.

FINANCIAL INFORMATION AND ACCOUNTING POLICY BRANCH

TREASURY 10

Frost Bldg. N., 2nd Flr.
Queen's Park, Toronto M7A 1Y7
416-965-5273

Financial Information and Accounting Policy Branch manages Ontario's requirements in overall government **accounting**, control and consolidated **public** and internal **financial** reporting. Specifically, it maintains records of all **Consolidated Revenue Fund** transactions; prepares reports for use by the Treasurer before the Legislature, the public and the financial community, e.g., **Public Accounts**, and prospectuses of **debentures**. The branch operates central financial information systems by analyzing and consolidating data on revenues, expenditures, budgets and forecasts. It provides all ministries and agencies with direction on financial transactions to ensure quality and comprehension of accounting and financial management policies; coordinates interministry effort on 'in-house' systems to ensure compatibility with central financial information systems and provides expertise on all accounting and financial matters as referred by Management Board and all ministries and agencies. It supplies operational liaison with the **banking** community.

SECURITIES BRANCH

TREASURY 11

Frost Bldg. N., Main Flr.
Queen's Park, Toronto M7A 1Y7
416-965-6691
Toll-Free: 1-800-268-7098

Securities Branch acts as registrar and transfer agent of the provincial public **debt** issues, both domestic and foreign. The branch is responsible for prompt payment of interest on the public debt; supplying investors with information on transfer requirements and arranging for complete service of **debentures** from issue to maturity. It also supports the programs of the Finance Management Branch in the **investments** of the Province and holds in safekeeping **securities** deposited with the Province by the public in accordance with the regulations of provincial legislation.

OFFICE OF THE BUDGET AND INTERGOVERNMENTAL FINANCE

INTERGOVERNMENTAL FINANCE POLICY BRANCH

TREASURY 12

Frost Bldg. S., 5th Flr.
Queen's Park, Toronto M7A 1Y7
416-965-3505

Activities of this branch focus on financial transfers from the federal government to Ontario and from Ontario to its local governments. The branch monitors, analyzes and negotiates **federal-provincial** agreements and offers information and advice on trends in fiscal federalism; monitors and supplies policy advice on the level and distribution of grants to **municipalities** and **school boards** and on specific grant issues; provides a comprehensive perspective on each sector, and an integrated approach to financial issues involving all three levels of government.

The branch also contributes to the formulation of Ontario's overall **pension** and income security policy. It undertakes and coordinates **research**, analysis and policy development in the pension and income security field within Treasury and Economics and, when

appropriate, across ministries. Specific responsibilities are policies concerning the Canada Pension Plan, GAINS-A, the Teachers' Superannuation Plan and the Ontario Municipal Employees Retirement System (416-965-2194).

FISCAL PLANNING POLICY BRANCH

TREASURY 13

Frost Bldg. S., 4th Flr.

Queen's Park, Toronto M7A 1Y7

416-965-5171

Fiscal Planning Policy Branch coordinates and prepares the Province's fiscal plan which is published annually in the **Budget** and updated quarterly in **Ontario Finances**.

TAXATION POLICY BRANCH

TREASURY 14

Frost Bldg. S., 4th Flr.

Queen's Park, Toronto M7A 1Y7

416-965-5058

The **Taxation** Policy Branch monitors the Ontario tax system and analyzes alternative tax options. It makes recommendations on the appropriate level and mix of taxation in the Province of Ontario.

OFFICE OF ECONOMIC POLICY

SECTORAL AND REGIONAL POLICY BRANCH

TREASURY 15

Frost Bldg. N., 4th Flr.

Queen's Park, Toronto M7A 1Y7

416-965-6566

Sectoral and Regional Policy Branch provides **research**, policy options and support for economic development of the regions and specific sectors of the Ontario economy. Analysis, administration and delivery of the Ministry's **Community Economic Transformation Agreements (CETA)** program (965-7078), and negotiations with federal and provincial ministries on cost-shared agreements for **economic** development of the province, are coordinated by this branch. It advises on **statistical** policy, represents the province in negotiations with Statistics Canada, and provides Treasury and other ministries with statistical information (965-0955) and **demographic** projections for policy development.

ECONOMIC POLICY BRANCH

TREASURY 16

Frost Bldg. N., 5th Flr.

Queen's Park, Toronto M7A 1Z1

416-965-2999

The Economic Policy Branch conducts **research** and develops **economic** policy strategies in the following areas: economic development; stabilization policy; medium term (including **labour** market) issues, social and **women's** issues, industrial and business policy; international and interprovincial trade; competition policy; human resources policy and short and medium term economic forecasts.

AGENCIES

For some background information on ministerial agencies, boards and commissions, see the entry under Royal Commissions, Special Purpose Bodies and Others (ATT GEN).

Some of this Ministry's agencies are listed below. For information on agencies not listed, contact this Ministry's information or communications branch.

ONTARIO MUNICIPAL EMPLOYEES

TREASURY 17

RETIREMENT BOARD

2 Bloor St. W., 27th Flr.

Toronto M4W 3E2

416-926-2400

416-967-3739 Investment Department

The Board administers the **Ontario Municipal Employees Retirement System (OMERS)** Act which provides **pension** plans for employees of municipalities and local boards in Ontario.

ONTARIO MUNICIPAL IMPROVEMENT CORPORATION

TREASURY 18

Frost Bldg S., 5th Flr.

Queen's Park, Toronto, M7A 1Y7

416-965-2451

The Ontario Municipal Improvement Corporation (OMIC), established in 1950, may purchase debentures from smaller municipalities (under 20,000 population) or school boards on a last resort basis in the event of their being unable to sell to advantage elsewhere. The Corporation also advises potential borrowers on public markets and the expectations of private investors. OMIC's lending rate varies periodically with market fluctuations. Contemporary rates are available on request.

STADIUM CORPORATION OF ONTARIO LIMITED

TREASURY 19

277 Front St., W., Ste. 930

Toronto M5V 2X4

416-963-3513

The Stadium Corporation of Ontario is a Crown Corporation held in right of Her Majesty by the Treasurer of Ontario. It was set up in 1983 to arrange the financing and construction and to oversee the operation of a retractable-roof, multi-purpose **domed stadium**. The Corporation, headed by a board of 16 members and two honorary members, is also the stadium's majority shareholder. It controls day-to-day operations and procedures of the new stadium.

TEACHERS' SUPERANNUATION COMMISSION

TREASURY 20

190 Finch Ave. W.

Willowdale M2R 1M4

416-226-2700

Pensions, under the **Teachers' Superannuation Act** for **teachers** in elementary and secondary fields holding a valid Ontario Teaching Certificate, are provided upon retirement or early retirement because of physical or mental disability. The commission is composed of five people appointed by the Treasurer and one member elected from each of the following: Ontario Public School Teachers' Federation, Ontario English Catholic Teachers' Association, Association des Enseignants Franco-Ontariens, Ontario Secondary School Teachers' Federation and the Federation of Women Teachers' Association of Ontario.

TASK FORCE ON THE INVESTMENT OF PUBLIC
SECTOR

TREASURY 21

PENSION FUNDS

101 Bloor St. W., 5th Flr.

Toronto M5S 1P7

416-963-3613

This Task Force was established in 1986 to review the **investment** options of public sector **pension** funds. Its mandate includes examining how economic development in Ontario could be increased through changes in investment of public sector pension funds and **Canada Pension Plan** funds. Briefs were requested from interested individuals and organizations, and Task Force recommendations will be submitted to the Treasurer before the end of 1987.

ACTS

ACTS

TREASURY 22

The following is a list of Acts administered by the Ministry of Treasury and Economics. For information on which branches administer the Acts, see the Key Word Index or contact this Ministry's legal service branch or information/communications branch.

Audit Act

Financial Administration Act

Ministry of Treasury and Economics Act

Ontario Economic Council Act

Ontario Loan Act

Ontario Municipal Employees Retirement System Act

Ontario Municipal Improvement Corporation Act

Statistics Act

Supply Act

MINISTER RESPONSIBLE FOR WOMEN'S ISSUES

ONTARIO ADVISORY COUNCIL ON WOMEN'S ISSUES

WOMEN 1

880 Bay St., 5th Flr.
Toronto M7A 1N3
416-965-5824

The Ontario Advisory Council on Women's Issues advises the Ontario Government, through the Minister, on matters pertaining to the status of **women** in Ontario. Appointed by Order-in-Council, there are sixteen members. The council evaluates and monitors existing legislation, policies and programs related to the needs and status of women. It identifies specific areas requiring government attention; recommends legislation and program changes; consults with groups to stimulate public discussion throughout Ontario; and responds to requests from the Minister for advice and consultation on matters relating to women. The Council reports annually to the Legislature through the Minister.

ONTARIO WOMEN'S DIRECTORATE

WOMEN 2

Mowat Block, 4th Flr.
900 Bay St.
Queen's Park, Toronto M7A 1C2
416-965-7785

On behalf of the Provincial Government, the Ontario **Women's Directorate**, through the Minister Responsible for Women's Issues, fosters the economic, social and legal equality of women in Ontario. It coordinates and advises on the development, delivery and communication of programs and policies, addressing issues such as family violence and pay equity. It enhances equal opportunity for **women** in Ontario.

ONTARIO WOMEN'S DIRECTORATE PROGRAM DEVELOPMENT BRANCH

WOMEN 3

Mowat Block, 4th Flr.
900 Bay St.
Queen's Park, Toronto M7A 1C2
416-965-7785

The Program Development Branch of the Ontario Women's Directorate is responsible for the development and implementation of special projects benefitting women in Ontario. These include: **Open Doors** and **Pathmakers**, two programs which link **students** to role models in non-traditional occupations or fields of study; production of a **film** for schools entitled 'Here Today...Where Tomorrow?' and a community **grants** program for projects of benefit to women. These initiatives are designed to improve women's access to non-traditional and technology-related employment.

ONTARIO WOMEN'S DIRECTORATE CONSULTATIVE SERVICES BRANCH

WOMEN 4

Mowat Block, 4th Flr.
900 Bay St.
Queen's Park, Toronto M7A 1C2
416-965-7785

The Consultative Services Branch administers the development and coordination of

Ontario's **Employment Equity** policies and programs for **women** within the public service. In the public sector, the Branch assists with the implementation and review of the employment equity initiatives undertaken in crown agencies, hospitals, municipalities, school boards, colleges and universities. Consulting staff provide employers in the private sector with expertise to assist them in planning and implementing employment equity programs.

ONTARIO WOMEN'S DIRECTORATE
PUBLIC EDUCATION PROGRAMS AND SERVICES (PEPS) BRANCH

WOMEN 5

Mowat Block, 4th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1C2

416-965-7785

Public Education Programs and Services (PEPS) Branch provides a wide range of communications and **information services** both internally and externally. Services include speeches, news releases, media relations, publications, displays and exhibits on women's issues. This Branch develops and manages major public education campaigns involving television and radio commercials and advertisements. The Directorate also has a **resource centre** which is open to the public.

ONTARIO WOMEN'S DIRECTORATE
POLICY AND RESEARCH BRANCH

WOMEN 6

Mowat Block, 4th Flr.

900 Bay St.

Queen's Park, Toronto M7A 1C2

416-965-7785

The Policy and Research Branch acts as a policy and strategy advisor to the Assistant Deputy Minister, The Minister Responsible for Women's Issues, and the Ontario Government on social, economic and legal issues that relate to **women**. The Branch conducts **research** and provides consultation on policy concerning women's issues to key Ministries within the **Ontario Public Service**.

The **Family Violence** Initiatives Unit (Mowat Block, Rm. 528, 900 Bay St., Toronto M7C 1C2, 965-7785), coordinates government responses to **wife assault**, develops initiatives, and liaises with Federal, out-of-province and inter-government ministries and community groups. Although counselling is not available, individuals are referred to appropriate sources. Information brochures and posters are available free of charge in both English and French, and a fact sheet can be provided in several other languages.

The Pay Equity Unit (262 Wellesley St. W., Main Flr., Rear, Toronto M5S 2X3, 965-0773), is responsible for the development of **pay equity** policy for Ontario's public and private sectors. The unit acts as a policy and strategy advisor to the Assistant Deputy Minister and The Minister Responsible for Women's Issues. It liaises with provincial ministries and community groups and coordinates government responses on matters concerning pay equity. **Information** brochures and various consultation documents are available to the public.

ONTARIO WOMEN'S DIRECTORATE
FINANCE AND ADMINISTRATIVE SERVICES SECTION

WOMEN 7

Mowat Block, 4th Flr.
900 Bay St.
Queen's Park, Toronto M7A 1C2
416-965-7785

The Section coordinates a variety of financial and administrative functions for the Ontario Women's Directorate, such as: providing payment services to suppliers and other ministries; maintaining the financial and administrative systems; developing financial and administrative standards; reporting on the financial condition of the Directorate and liaising with Management Board of Cabinet and the Ministry of Government Services.

Ministerial Responsibility for Acts

- Abandoned Orchards Act (Agriculture & Food)
- Absconding Debtors Act (Attorney General)
- Absentees Act (Attorney General)
- Accidental Fires Act (Attorney General)
- Accumulations Act (Attorney General)
- Administration of Justice Act (Attorney General)
- Age of Majority and Accountability Act (Attorney General)
- Agricultural Associations Act (Agriculture & Food)
- Agricultural Committees Act (Agriculture & Food)
- Agricultural Development Finance Act (Revenue)
- Agricultural Rehabilitation and Development Act (Ontario) (Agriculture & Food)
- Agricultural Representatives Act (Agriculture & Food)
- Agricultural Research Institute of Ontario Act (Agriculture & Food)
- Agricultural Societies Act (Agriculture & Food)
- Agricultural Tile Drainage Installation Act (Agriculture & Food)
- Airports Act (Transportation & Communications)
- Alcoholism and Drug Addiction Research Foundation Act (Health)
- Algonquin Forestry Authority Act (Natural Resources)
- Algonquin Provincial Park Extension Act, 1960-61 (Natural Resources)
- Aliens' Real Property Act (Attorney General)
- Ambulance Act (Health)
- Amusement Devices Act, 1986 (Consumer & Commercial Relations)
- An Act To Confirm the Title of the Government of Canada to Certain Lands and Indian Lands, 1915 (Natural Resources)
- An Act for the Settlement of Certain Questions Between the Government of Canada and Ontario Respecting Indian Reserve Lands, 1891 (Natural Resources)
- Anatomy Act (Solicitor General)
- Anglican Church of Canada Act, 1979 (Attorney General)
- Animals for Research Act (Agriculture & Food)
- Apportionment Act (Consumer & Commercial Relations)
- Apprenticeship and Tradesmen's Qualification Act (Skills Development)
- Arbitrations Act (Attorney General)
- Architects Act, 1984 (Attorney General)
- Archives Act (Citizenship & Culture)
- Art Gallery of Ontario Act (Citizenship & Culture)
- Artificial Insemination of Livestock Act (Agriculture & Food)
- Arts Council Act (Citizenship & Culture)
- Assessment Act (Revenue)
- Assessment Review Board Act (Attorney General)
- Assignments and Preferences Act (Consumer & Commercial Relations)
- Athletics Control Act (Consumer & Commercial Relations)
- Audit Act (Treasury & Economics)
- Bail Act (Attorney General)
- Bailiffs Act (Consumer & Commercial Relations)
- Barrie-Innisfil Annexation Act, 1981 (Municipal Affairs)
- Barrie-Vespra Annexation Act, 1984 (Municipal Affairs)
- Barristers Act (Attorney General)

- Beach Protection Act (Natural Resources)
 Beds of Navigable Waters Act (Natural Resources)
 Beef Cattle Marketing Act (Agriculture & Food)
 Bees Act (Agriculture & Food)
 Bills of Sale Act (Consumer & Commercial Relations)
 Blind Persons' Rights Act (Attorney General)
 Blind Workmen's Compensation Act (Labour)
 Blue Waters Bridge Act (Transportation & Communications)
 Boilers and Pressure Vessels Act (Consumer & Commercial Relations)
 Boundaries Act (Consumer & Commercial Relations)
 Brantford-Brant Annexation Act, 1980 (Municipal Affairs)
 Bread Sales Act (Consumer & Commercial Relations)
 Bridges Act (Transportation & Communications)
 Brock University Act, 1964 (Colleges & Universities)
 Brucellosis Act (Agriculture & Food)
 Building Code Act (Housing)
 Bulk Sales Act (Attorney General)
 Bull Owners' Liability Act (Agriculture & Food)
 Business Corporations Act, 1982 (Consumer & Commercial Relations)
 Business Practices Act (Consumer & Commercial Relations)
 Business Records Protection Act (Attorney General)
 Canada Company's Lands Act, 1922 (Natural Resources)
 Cancer Act (Health)
 Cancer Remedies Act (Health)
 Carleton University Act, 1952 (Colleges & Universities)
 Cemeteries Act (Consumer & Commercial Relations)
 Centennial Centre of Science and Technology Act (Citizenship & Culture)
 Central Trust Company Act, 1983 (Financial Institutions)
 Certification of Titles Act (Consumer & Commercial Relations)
 Change of Name Act, 1986 (Consumer & Commercial Relations)
 Charitable Gifts Act (Attorney General)
 Charitable Institutions Act (Community & Social Services)
 Charities Accounting Act (Attorney General)
 Child and Family Services Act, 1984 (Community & Social Services)
 Child Welfare Municipal Payments Continuance Act, 1976 (Community & Social Services)
 Child Welfare Validation of Adoption Orders Act, 1980 (Community & Social Services)
 Children's Law Reform Act (Attorney General)
 Chiropody Act (Health)
 City of Cornwall Annexation Act, 1974 (Municipal Affairs)
 City of Gloucester Act, 1980 (Municipal Affairs)
 City of Hamilton Act, 1975 (Municipal Affairs)
 City of Hazeldean-March Act, 1978 (Municipal Affairs)
 City of Nepean Act, 1978 (Municipal Affairs)
 City of Ottawa Road Closing & Conveyance Validation Act, 1981 (Municipal Affairs)
 City of Port Colborne Act, 1974 (Municipal Affairs)
 City of Sudbury Hydro-Electric Service Act, 1980 (Municipal Affairs)
 City of Thorold Act, 1975 (Municipal Affairs)
 City of Thunder Bay Act, 1968-69 (Municipal Affairs)

- City of Timmins-Porcupine Act, 1972
(Municipal Affairs)
- City of Toronto 1981 Assessment
Complaints Act, 1982 (Revenue)
- Collection Agencies Act (Consumer &
Commercial Relations)
- Colleges Collective Bargaining Act,
R.S.O. 1980 (Colleges &
Universities)
- Commercial Tenancies Act (Requires
Proclamation) (Attorney General)
- Commissioners for taking Affidavits
Act (Attorney General)
- Commodity Board Members Act
(Agriculture & Food)
- Commodity Boards and Marketing
Agencies Act (Agriculture & Food)
- Commodity Futures Act (Financial
Institutions)
- Community Psychiatric Hospitals Act
(Health)
- Community Recreation Centres Act
(Tourism & Recreation)
- Commuter Services Act
(Transportation & Communications)
- Compensation for Victims of Crime Act
(Attorney General)
- Compulsory Automobile Insurance Act
(Financial Institutions)
- Condominium Act (Consumer &
Commercial Relations)
- Conservation Authorities Act (Natural
Resources)
- Consolidated Hearings Act, 1981
(Environment)
- Construction Lien Act, 1983 (Attorney
General)
- Consumer Protection Act (Consumer &
Commercial Relations)
- Consumer Protection Bureau Act
(Consumer & Commercial Relations)
- Consumer Reporting Act (Consumer &
Commercial Relations)
- Conveyancing and Law of Property Act
(Attorney General)
- Cooperative Corporations Act
(Financial Institutions)
- Cooperative Loans Act (Agriculture &
Food)
- Coroners Act (Solicitor General)
- Corporation Securities Registration Act
(Consumer & Commercial Relations)
- Corporations Act (Consumer &
Commercial Relations)
- Corporations Information Act
(Consumer & Commercial Relations)
- Corporations Tax Act (Revenue)
- Costs of Distress Act (Attorney
General)
- County of Haliburton Act, 1982
(Municipal Affairs)
- County of Oxford Act (Municipal
Affairs)
- Courts of Justice Act, 1984 (Attorney
General)
- Credit Unions and Caisses Populaires
Act (Financial Institutions)
- Creditors' Relief Act (Attorney
General)
- Crop Insurance Act Ontario
(Agriculture & Food)
- Crown Administration of Estates Act
(Attorney General)
- Crown Agency Act (Attorney General)
- Crown Attorneys Act (Attorney
General)
- Crown Employees Collective
Bargaining Act (Labour)
- Crown Timber Act (Natural Resources)
- Crown Trust Company Act, 1983
(Financial Institutions)
- Crown Witnesses Act (Attorney
General)
- Dangerous Goods Transportation Act,
1981 (Transportation &
Communications)
- Day Nurseries Act (Community &
Social Services)
- Dead Animal Disposal Act
(Agriculture & Food)
- Debt Collectors Act (Consumer &
Commercial Relations)
- Degree Granting Act, 1983 (Colleges &
Universities)

- Dental Technicians Act (Health)
- Denture Therapists Act (Health)
- Deposits Regulation Act (Financial Institutions)
- Development Corporations Act, 1984 (Industry, Trade & Technology)
- Developmental Services Act (Community & Social Services)
- Discriminatory Business Practices Act (Consumer & Commercial Relations)
- Disorderly Houses Act (Attorney General)
- District Municipality of Muskoka Act (Municipal Affairs)
- District of Parry Sound Local Government Act, 1979 (Municipal Affairs)
- District Welfare Administration Boards Act (Community & Social Services)
- Dog Licensing and Livestock and Poultry Protection Act (Agriculture & Food)
- Dog Owner's Liability Act (Attorney General)
- Drainage Act (Agriculture & Food)
- Druggless Practitioners Act (Health)
- Edible Oil Products Act (Agriculture & Food)
- Education Act (Education)
- Egress from Public Buildings Act (Solicitor General)
- Elderly Persons Centres Act (Community & Social Services)
- Elderly Persons' Housing Aid Act (Housing)
- Election Act, 1984 (Office of the Assembly)
- Election Finances Act, 1986 (Office of the Assembly)
- Elevating Devices Act (Consumer & Commercial Relations)
- Emergency Plans Act, 1983 (Solicitor General)
- Employment Agencies Act (Labour)
- Employment Standards Act (Labour)
- Endangered Species Act (Natural Resources)
- Energy Act (Consumer & Commercial Relations)
- Environmental Assessment Act (Environment)
- Environmental Protection Act (Environment)
- Escheats Act (Attorney General)
- Essex County French-language Secondary School Act, 1977 (Education)
- Estates Administration Act (Attorney General)
- Evidence Act (Attorney General)
- Execution Act (Attorney General)
- Executive Council Act (Premier's Office)
- Expropriations Act (Attorney General)
- Extra-Provincial Corporations Act, 1984 (Consumer & Commercial Relations)
- Factors Act (Consumer & Commercial Relations)
- Family Benefits Act (Community & Social Services)
- Family Law Act, 1986 (Attorney General)
- Farm Income Stabilization Act (Agriculture & Food)
- Farm Products Containers Act (Agriculture & Food)
- Farm Products Grades and Sales Act (Agriculture & Food)
- Farm Products Marketing Act (Agriculture & Food)
- Farm Products Payments Act (Agriculture & Food)
- Ferries Act (Transportation & Communications)
- Financial Administration Act (Treasury & Economics)
- Fines and Forfeitures Act (Attorney General)
- Fire Accidents Act (Solicitor General)
- Fire Departments Act (Solicitor General)
- Fire Fighters Exemption Act (Solicitor General)

- Fire Marshals Act (Solicitor General)
- Fish Inspection Act (Natural Resources)
- Fisheries Act (Canada-Ontario Fishery Regulations) (Natural Resources)
- Fisheries Loans Act (Natural Resources)
- Flag Act (Government Services)
- Floral Emblem Act (Government Services)
- Fluoridation Act (Health)
- Foreign Cultural Objects Immunity from Seizure Act (Citizenship & Culture)
- Forest Fires Prevention Act (Natural Resources)
- Forest Tree Pest Control Act (Natural Resources)
- Forestry Act (Natural Resources)
- Fraudulent Conveyances Act (Attorney General)
- Fraudulent Debtors Arrest Act (Attorney General)
- Freshwater Fish Marketing Act (Ontario) (Natural Resources)
- Frustrated Contracts Act (Attorney General)
- Fuel Tax Act, 1981 (in force Sept. 1, 1982) (Revenue)
- Funeral Services Act (Health)
- Fur Farms Act (Agriculture & Food)
- Game and Fish Act (Natural Resources)
- Gaming Act (Attorney General)
- Gananoque Lands Act, 1961-62 (Natural Resources)
- Gas and Oil Leases Act (Natural Resources)
- Gasoline Handling Act (Consumer & Commercial Relations)
- Gasoline Tax Act (Revenue)
- General Welfare Assistance Act (Community & Social Services)
- George R. Gardiner Museum of Ceramic Art Act, 1981 (Citizenship & Culture)
- Government Contracts Hours and Wages Act (Labour)
- Grain Elevator Storage Act (Agriculture & Food)
- Guarantee Companies Securities Act (Financial Institutions)
- Habeas Corpus Act (Attorney General)
- Healing Arts Radiation Protection Act (Health)
- Health Care Accessibility Act, 1986 (Health)
- Health Disciplines Act (Health)
- Health Facilities Special Orders Act, 1983 (Health)
- Health Insurance Act (Health)
- Health Protection and Promotion Act, 1983 (Health)
- Highway Traffic Act (Transportation & Communications)
- Historical Parks Act (Tourism & Recreation)
- Homemakers and Nurses Services Act (Community & Social Services)
- Homes for Retarded Persons Act (Community & Social Services)
- Homes for Special Care Act (Health)
- Homes for the Aged and Rest Homes Act (Community & Social Services)
- Horticultural Societies Act (Agriculture & Food)
- Hospital Labour Disputes Arbitration Act (Labour)
- Hospitals and Charitable Institutions Inquiries Act (Attorney General)
- Hotel Fire Safety Act (Solicitor General)
- Hotel Registration of Guests Act (Attorney General)
- Housing Development Act (Housing)
- Human Rights Code, 1981 (Labour)
- Human Tissue Gift Act (Solicitor General)
- Hunter Damage Compensation Act (Agriculture & Food)
- Hypnosis Act (Health)
- Immunization of School Pupils Act, 1982 (Health)

- Income Tax Act (Revenue)
- Indian Lands Act, 1924 (Natural Resources)
- Indian Welfare Services Act (Community & Social Services)
- Industrial and Mining Lands Compensation Act (Natural Resources)
- Industrial Standards Act (Labour)
- Inkeepers Act (Attorney General)
- Insurance Act (Financial Institutions)
- International Bridges Municipal Payments Act, 1981 (Municipal Affairs)
- Interpretation Act (Attorney General)
- Interprovincial Subpoenas Act (Attorney General)
- Investment Contracts Act (Financial Institutions)
- Jewish Family and Child Services of Metropolitan Toronto Act (Community & Social Services)
- John Graves Simcoe Memorial Foundation Act (Citizenship & Culture)
- Judicial Review Procedure Act (Attorney General)
- Junior Farmers Establishment Act (Agriculture & Food)
- Juries Act (Attorney General)
- Justices of the Peace Act (Attorney General)
- Laboratory and Specimen Collection Centre Licencing Act (Health)
- Labour Relations Act (Labour)
- Le Seul Conservation Act, 1928 (Natural Resources)
- League of the Woods Control Board Act, 1922 (Natural Resources)
- League Superior Board of Education Act, 1976 (Education)
- Leakehead University Act, 1965 (Colleges & Universities)
- Lakes and Rivers Improvement Act (Natural Resources)
- Land and Registration Reform Act, 1984 (Consumer & Commercial Relations)
- Land Titles Act (Consumer & Commercial Relations)
- Land Transfer Tax Act (Revenue)
- Landlord and Tenant Act—see Commercial Tenancies Act (Attorney General)
- Laurentian University of Sudbury Act, 1960 (Colleges & Universities)
- Law Society Act (Attorney General)
- Leeds and Grenville County Board of Education and Teachers Dispute Act, 1981 (Education)
- Legal Aid Act (Attorney General)
- Legislative Assembly Act (Office of the Assembly)
- Legislative Assembly Retirement Allowances Act (Office of the Assembly)
- Libel and Slander Act (Attorney General)
- Lieutenant Governor Act (Premier's Office)
- Lightning Rods Act (Solicitor General)
- Limitations Act (Attorney General)
- Limited Partnerships Act (Consumer & Commercial Relations)
- Line Fences Act (Municipal Affairs)
- Liquor Control Act (Consumer & Commercial Relations)
- Liquor Licence Act (Consumer & Commercial Relations)
- Livestock and Livestock Products Act (Agriculture & Food)
- Livestock Branding Act (Agriculture & Food)
- Livestock Community Sales Act (Agriculture & Food)
- Livestock Medicines Act (Agriculture & Food)
- Loan and Trust Corporations Act (Financial Institutions)
- Local Improvement Act (Municipal Affairs)
- Local Roads Boards Act (Transportation & Communications)
- Local Services Boards Act (Northern Development & Mines)

- Lord's Day (Ontario) Act (Attorney General)
- Management Board of Cabinet Act, 1971 (Management Board of Cabinet)
- Manitoba-Ontario Lake St. Joseph Diversion Agreement Authorization Act, 1958 (Natural Resources)
- Marine Insurance Act (Financial Institutions)
- Marriage Act (Consumer & Commercial Relations)
- Massey-Ferguson Limited Act, 1981 (Industry, Trade & Technology)
- Master and Servant Act (Attorney General)
- McMaster University Act, 1976 (Colleges & Universities)
- McMichael Canadian Collection Act (Citizenship & Culture)
- Meat Inspection Act (Ontario) (Agriculture & Food)
- Mechanics' Lien Act (Attorney General)
- Mental Health Act (Health)
- Mental Hospitals Act (Health)
- Mental Incompetency Act (Attorney General)
- Mercantile Law Amendment Act (Attorney General)
- Metropolitan Toronto Police Force Complaints Act, 1984 (Attorney General)
- Migratory Birds Convention Act (Canada)—Ontario Regulations (Natural Resources)
- Milk Act (Agriculture & Food)
- Mineral Emblem Act (Natural Resources)
- Mining Act (Northern Development & Mines)
- Mining Tax Act (Revenue)
- Ministry of Agriculture and Food Act (Agriculture & Food)
- Ministry of the Attorney General Act (Attorney General)
- Ministry of Citizenship and Culture Act (Citizenship & Culture)
- Ministry of Colleges & Universities Act, R.S.O. 1980 (Colleges & Universities)
- Ministry of Community and Social Services Act (Community & Social Services)
- Ministry of Consumer and Commercial Relations Act (Consumer & Commercial Relations)
- Ministry of Correctional Services Act, as amended (Correctional Services)
- Ministry of Energy Act (Energy)
- Ministry of the Environment Act (Environment)
- Ministry of Government Services Act, R.S.O. 1980 and Amendments (Government Services)
- Ministry of Health Act (Health)
- Ministry of Industry and Trade Act, 1982 (Industry, Trade & Technology)
- Ministry of Intergovernmental Affairs Act (Intergovernmental Affairs)
- Ministry of Labour Act (Labour)
- Ministry of Municipal Affairs and Housing Act, 1981 (Municipal Affairs) (Housing)
- Ministry of Natural Resources Act (Natural Resources)
- Ministry of Northern Affairs Act (Northern Development & Mines)
- Ministry of Revenue Act (Revenue)
- Ministry of the Solicitor General Act (Solicitor General)
- Ministry of Tourism & Recreation Act, 1982 (Tourism & Recreation)
- Ministry of Transportation & Communications Act (Transportation & Communications)
- Ministry of Transportation & Communications Creditors Payment Act (Transportation & Communications)
- Ministry of Treasury & Economics Act (Treasury & Economics)

- Minors' Protection Act (Attorney General)
- Moosonee Development Area Board Act (Municipal Affairs)
- Mortgage Brokers Act (Financial Institutions)
- Mortgages Act (Attorney General)
- Motor Vehicle Accident Claims Act (Financial Institutions)
- Motor Vehicle Dealers Act (Consumer & Commercial Relations)
- Motorized Snow Vehicles Act (Transportation & Communications)
- Municipal Act (Municipal Affairs)
- Municipal Affairs Act (Municipal Affairs)
- Municipal & School Tax Credit Assistance Act Subsection 2(3) (4) (5) and (6) (Municipal Affairs)
- Municipal Arbitrations Act (Municipal Affairs)
- Municipal Boundary Negotiations Act, 1981 (Municipal Affairs)
- Municipal Conflict of Interest Act, 1983 (Municipal Affairs)
- Municipal Corporations Quieting Orders Act (Municipal Affairs)
- Municipal Elderly Residents' Assistance Act (Municipal Affairs)
- Municipal Elections Act (Municipal Affairs)
- Municipal Electric Railways Act (Transportation & Communications)
- Municipal Franchises Act (Municipal Affairs)
- Municipal Health Services Act (Health)
- Municipal Interest and Discount Rates Act, 1982 (Municipal Affairs)
- Municipal Payments in Lieu of Taxes Statute Law Amendment Act, 1984 (Municipal Affairs)
- Municipal Private Acts Repeal Act, 1983 (Municipal Affairs)
- Municipal Subsidies Adjustment Repeal Act, 1976 (Municipal Affairs)
- Municipal Tax Assistance Act (Municipal Affairs)
- Municipal Tax Sales Act, 1984 (Municipal Affairs)
- Municipal Unemployment Relief Act (Municipal Affairs)
- Municipal Works Assistance Act (Municipal Affairs)
- Municipality of Metropolitan Toronto Act (Municipal Affairs)
- Municipality of Shuniah Act, 1936 (Municipal Affairs)
- Muskoka & Parry Sound Telephone Co. Limited Acquisition Act, 1978 (Transportation & Communications)
- National Radio Observatory Act, 1962-63 (Natural Resources)
- Negligence Act (Attorney General)
- Niagara Escarpment Planning & Development Act (Municipal Affairs)
- Niagara Parks Act (Tourism & Recreation)
- Non-resident Agricultural Land Interests Registration Act (Agriculture & Food)
- North Georgian Bay Recreational Reserve Act, 1962-63 (Natural Resources)
- North Pickering Development Corporation Act, 1974 (Housing)
- Notaries Act (Attorney General)
- Nursing Homes Act (Health)
- Occupational Health and Safety Act (Labour)
- Occupiers' Liability Act (Attorney General)
- Official Notices Publication Act (Government Services)
- Off-Road Vehicles Act, 1983 (Transportation & Communications)
- Oleomargarine Act (Agriculture & Food)
- Ombudsman Act (Office of the Ombudsman)
- One Day's Rest in Seven Act (Labour)
- Ontario Agricultural Museum Act (Agriculture & Food)

- Ontario College of Art Act, 1968-69
(Colleges & Universities)
- Ontario Credit Union League Limited
Act, 1972 (unconsolidated and
unrepealed) (Financial Institutions)
- Ontario Deposit Insurance Corporation
Act (Financial Institutions)
- Ontario Drug Benefit Act, 1986
(Health)
- Ontario Economic Council Act
(Treasury & Economics)
- Ontario Educational Communications
Authority Act (Citizenship &
Culture)
- Ontario Energy Board Act (Energy)
- Ontario Energy Corporation Act
(Energy)
- Ontario Food Terminal Act
(Agriculture & Food)
- Ontario Geographic Names Board Act
(Natural Resources)
- Ontario Guaranteed Annual Income
Act (Revenue)
- Ontario Harbours Agreement Act,
1962-63 (Natural Resources)
- Ontario Heritage Act (Citizenship &
Culture)
- Ontario Highway Transport Board Act
(Transportation & Communications)
- Ontario Housing Corporation Act
(Housing)
- Ontario Institute for Studies in
Education Act (Education)
- Ontario Land Corporation Act
(Government Services)
- Ontario Law Reform Commission Act
(Attorney General)
- Ontario Loan Act (Treasury &
Economics)
- Ontario Lottery Corporation Act
(Tourism & Recreation)
- Ontario Mental Health Foundation Act
(Health)
- Ontario Mineral Exploration Program
Act (Northern Development &
Mines)
- Ontario Municipal Board Act
(Attorney General)
- Ontario Municipal Employees
Retirement System Act (Treasury &
Economics)
- Ontario Municipal Improvement
Corporation Act (Treasury &
Economics)
- Ontario New Home Warranties Plan
Act (Consumer & Commercial
Relations)
- Ontario Northland Transportation
Commission Act (Northern
Development & Mines)
- Ontario Pensioners Property Tax
Assistance Act (Revenue)
- Ontario Place Corporation Act
(Tourism & Recreation)
- Ontario Planning and Development
Act (Municipal Affairs)
- Ontario Regulation 241/84 - Ontario
International Corporation (Industry
Trade & Technology)
- Ontario Regulation 550/86 - Innovation
Ontario Corporation (Industry,
Trade & Technology)
- Ontario School Trustees' Council Act
(Education)
- Ontario Society for the Prevention of
Cruelty to Animals Act (Solicitor
General)
- Ontario Telephone Development
Corporation Act (Transportation &
Communications)
- Ontario Transportation Development
Corporation Act (Transportation &
Communications)
- Ontario Unconditional Grants Act
(Municipal Affairs)
- Ontario Waste Management
Corporation Act, 1981
(Environment)
- Ontario Water Resources Act
(Environment)
- Ontario Water Resources Act,
subsections 44 (2) (a), (b) and (c) and
sections 45 to 48 inclusive (Housing)

- tario Youth Employment Act (Skills Development)
 Operating Engineers Act (Consumer & Commercial Relations)
 Ophthalmic Dispensers Act (Health)
 Osgoode Hall Law School Scholarships Act, 1968-69 (Colleges & Universities)
 Ottawa-Carleton Amalgamations and Elections Act, 1973 (Municipal Affairs)
 Ottawa River Water Powers Act, 1943 (Natural Resources)
 Overback and Periodical Distributors Act (Consumer & Commercial Relations)
 Parks Assistance Act (Natural Resources)
 Parkway Belt Planning and Development Act (Municipal Affairs)
 Partition Act (Attorney General)
 Partnerships Act (Consumer & Commercial Relations)
 Partnerships Registration Act (Consumer & Commercial Relations)
 Pawnbrokers Act (Attorney General)
 Pension Benefits Act (Financial Institutions)
 Perpetuities Act (Attorney General)
 Personal Property Security Act (Consumer & Commercial Relations)
 Pesticides Act (Environment)
 Petroleum Products Price Freeze Act, 1975 (unconsolidated and unrepealed) (Consumer & Commercial Relations)
 Petroleum Resources Act (Natural Resources)
 Pits and Quarries Control Act (Natural Resources)
 Planning Act, 1983 (Municipal Affairs)
 Planning Statute Law Amendment Act, 1983 (Municipal Affairs)
 Prion Diseases Act (Agriculture & Food)
 Prison Act (Solicitor General)
 Police Village of St. George Act, 1980 (Municipal Affairs)
 Policy and Priorities Board of Cabinet Act (Premier's Office)
 Pounds Act (Agriculture & Food)
 Power Corporation Act (Energy)
 Power Corporation Insurance Act (Energy)
 Powers of Attorney Act (Attorney General)
 Prearranged Funeral Services Act (Consumer & Commercial Relations)
 Prepaid Hospital and Medical Services Act (Financial Institutions)
 Prescription Drug Cost Regulation Act, 1986 (Health)
 Private Hospitals Act (Health)
 Private Investigators and Security Guards Act (Solicitor General)
 Private Sanatoria Act (Health)
 Private Vocational Schools Act, R.S.O. 1980 (Colleges & Universities)
 Proceedings Against the Crown Act (Attorney General)
 Professional Engineers Act, 1984 (Attorney General)
 Property and Civil Rights Act (Attorney General)
 Provincial Auctioneers Act (Agriculture & Food)
 Provincial Land Tax Act (Revenue)
 Provincial Offences Act (Attorney General)
 Provincial Parks Act (Natural Resources)
 Provincial Parks Tax Assistance Act (Municipal Affairs)
 Provincial Schools Negotiations Act (Education)
 Psychologists Registration Act (Health)
 Public Accountancy Act (Attorney General)
 Public Authorities Protection Act (Attorney General)
 Public Commercial Vehicles Act (Transportation & Communications)
 Public Halls Act (Attorney General)

- Public Hospitals Act (Health)
- Public Inquiries Act (Attorney General)
- Public Institutions Inspection Act (Attorney General)
- Public Lands Act (Natural Resources)
- Public Libraries Act (Citizenship & Culture)
- Public Officers Act (Attorney General)
- Public Parks Act (Municipal Affairs)
- Public Service Act, 1981 (Management Board of Cabinet)
- Public Service Superannuation Act (Management Board of Cabinet)
- Public Service Works on Highways Act (Transportation & Communications)
- Public Transportation and Highways Improvement Act (Transportation & Communications)
- Public Trustee Act (Attorney General)
- Public Utilities Act (Municipal Affairs)
- Public Utilities Corporations Act (Municipal Affairs)
- Public Vehicles Act (Transportation & Communications)
- Public Works Protection Act (Solicitor General)
- Race Tracks Tax Act (Revenue)
- Racing Commission Act (Consumer & Commercial Relations)
- Radiological Technicians Act (Health)
- Railways Act (Transportation & Communications)
- Real Estate and Business Brokers Act (Consumer & Commercial Relations)
- Reciprocal Enforcement of Judgments Act (Attorney General)
- Reciprocal Enforcement of Judgments (U.K.) Act, 1984 (Attorney General)
- Reciprocal Enforcement of Maintenance Orders Act, 1982 (Attorney General)
- Regional Municipality of Durham Act (Municipal Affairs)
- Regional Municipality of Haldimand-Norfolk Act (Municipal Affairs)
- Regional Municipality of Halton Act (Municipal Affairs)
- Regional Municipality of Hamilton-Wentworth Act (Municipal Affairs)
- Regional Municipality of Niagara Act (Municipal Affairs)
- Regional Municipality of Ottawa-Carleton Act (Municipal Affairs)
- Regional Municipality of Ottawa-Carleton Land Acquisition Act, 1988 (Municipal Affairs)
- Regional Municipality of Peel Act (Municipal Affairs)
- Regional Municipality of Sudbury Act (Municipal Affairs)
- Regional Municipality of Sudbury Statute Law Amendment Act, 1986 (Municipal Affairs)
- Regional Municipality of Waterloo Act (Municipal Affairs)
- Regional Municipality of York Act (Municipal Affairs)
- Registered Insurance Brokers Act (Financial Institutions)
- Registry Act (Consumer & Commercial Relations)
- Regulations Act (Attorney General)
- Regulations Revision Act, 1979 (Attorney General)
- Religious Freedom Act (Attorney General)
- Religious Organizations' Lands Act (Attorney General)
- Rental Housing Protection Act (Housing)
- Representation Act (Premier's Office)
- Research Foundation Act, 1944 (Industry, Trade & Technology)
- Residential Complexes Financing Cost Restraints Act (Housing)
- Residential Complex Sales Representation Act, 1983 (Consumer & Commercial Relations)
- Residential Tenancies Act (Housing)
- Retail Business Holidays Act (Solicitor General)
- Retail Sales Tax Act (Revenue)

- revised Statutes Confirmation Act,
 1981 (Attorney General)
 Riding Horse Establishments Act
 (Agriculture & Food)
 Rights of Labour Act (Labour)
 Road Access Act (Municipal Affairs)
 Royal Botanical Gardens Act, 1941, as
 amended (Citizenship & Culture)
 Royal Ontario Museum Act
 (Citizenship & Culture)
 Rural Housing Assistance Act
 (Housing)
 Rural Hydro-Electric Distribution Act
 (Energy)
 Rural Power District Loans Act
 (Energy)
 Sir John A. Macdonald Polytechnic Institute Act,
 1977 (Colleges & Universities)
 Sale of Goods Act (Attorney General)
 School Boards and Teachers Collective
 Negotiations Act (Education)
 School Trust Conveyances Act
 (Education)
 Settlement North Act (Citizenship &
 Culture)
 Securities Act (Financial Institutions)
 Seed Potatoes Act (Agriculture &
 Food)
 St. Lawrence River Diversion Act, 1952
 (Natural Resources)
 Settled Estates Act (Attorney General)
 Soldiers' Pulpwood Protection Act
 (Natural Resources)
 Sheep and Wool Marketing Act, 1981
 (Agriculture & Food)
 Sheriffs Act (Attorney General)
 Shoreline Property Assistance Act
 (Municipal Affairs)
 Short Forms of Conveyances Act
 (Attorney General)
 Short Forms of Leases Act (Attorney
 General)
 Short Forms of Mortgages Act
 (Attorney General)
 Small Business Development
 Corporations Act (Revenue)
- Snow Roads and Fences Act (Municipal
 Affairs)
 Soldiers' Aid Commission Act
 (Community & Social Services)
 Soldiers' Aid Commission Amendment
 Act, 1970 (Community & Social
 Services)
 Solicitors Act (Attorney General)
 Spruce Pulpwood Exportation Act
 (Natural Resources)
 St. Clair Parkway Commission Act
 (Tourism & Recreation)
 St. Lawrence Parks Commission Act
 (Tourism & Recreation)
 Statistics Act (Treasury & Economics)
 Statute of Frauds (Attorney General)
 Statute Labour Act (Municipal Affairs)
 Statute Labour Act (Part)
 (Transportation & Communications)
 Statutes Act (Attorney General)
 Statutes Revision Act, 1979 (Attorney
 General)
 Statutory Powers Procedure Act
 (Attorney General)
 Steep Rock Iron Ore Development
 Act, 1949 (Natural Resources)
 Stock Yards Act (Agriculture & Food)
 Succession Law Reform Act (Attorney
 General)
 Successor Rights (Crown Transfers
 Act), 1977 (Management Board of
 Cabinet)
 Sunnybrook Hospital Act, 1966
 (Colleges & Universities)
 Superannuation Adjustment Benefits
 Act (Management Board of Cabinet)
 Supply Act (Treasury & Economics)
 Support & Custody Orders
 Enforcement Act, 1985 (Attorney
 General)
 Surrogate Courts Act (Attorney
 General)
 Surveyors Act (Natural Resources)
 Surveys Act (Natural Resources)
 Tax Sales Confirmation Act, 1974
 (Municipal Affairs)

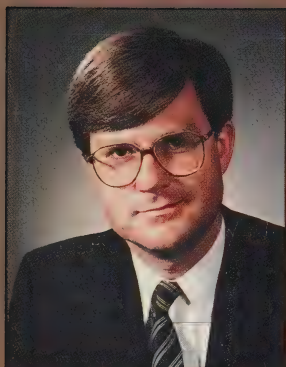
- Teachers' Superannuation Act, 1983 (Education)
- Teaching Profession Act (Education)
- Technology Centres Act, 1982 (Industry, Trade & Technology)
- Telephone Act (Transportation & Communications)
- Territorial Division Act (Municipal Affairs)
- Theatres Act (Consumer & Commercial Relations)
- Ticket Speculation Act (Attorney General)
- Tile Drainage Act (Agriculture & Food)
- Time Act (Attorney General)
- Tobacco Tax Act (Revenue)
- Toll Bridges Act (Transportation & Communications)
- Tom Longboat Act, 1980 (Municipal Affairs)
- Topsoil Preservation Act (Agriculture & Food)
- Toronto Area Transit Operating Authority Act (Transportation & Communications)
- Toronto District Heating Corporation Act, 1980 (Municipal Affairs)
- Toronto Futures Exchange Act, 1983 (Financial Institutions)
- Toronto Islands Act, 1980 (Municipal Affairs)
- Toronto Stock Exchange Act, 1982 (Financial Institutions)
- Tourism Act (Tourism & Recreation)
- Town of Wasaga Beach Act, 1973 (Municipal Affairs)
- Township of North Plantagenet Act, 1976 (Municipal Affairs)
- Township of Pelee Act, 1978 (Transportation & Communications)
- Travel Industry Act (Consumer & Commercial Relations)
- Trees Act (Natural Resources)
- Trent University Act, 1962-63 (Colleges & Universities)
- Trespass to Property Act (Attorney General)
- Trustee Act (Attorney General)
- Unclaimed Articles Act (Consumer & Commercial Relations)
- Unconscionable Transactions Relief Act (Attorney General)
- University Expropriation Powers Act (Attorney General)
- University of Guelph Act, 1964 (Colleges & Universities)
- University of Ottawa Act, 1965 (Colleges & Universities)
- University of Toronto Act, 1971 (Colleges & Universities)
- University of Waterloo Act, 1972 (Colleges & Universities)
- University of Western Ontario Act, 1982 (Colleges & Universities)
- University of Windsor Act, 1962-63 (Colleges & Universities)
- Upholstered and Stuffed Articles Act (Consumer & Commercial Relations)
- Urban Transportation Development Corporation Ltd. Act (Transportation & Communications)
- Variation of Trusts Act (Attorney General)
- Vendors and Purchasers Act (Attorney General)
- Veterinarians Act (Agriculture & Food)
- Vital Statistics Act (Consumer & Commercial Relations)
- Vocational Rehabilitation Services Act (Community & Social Services)
- Wages Act (Attorney General)
- War Veterans Burial Act (Health)
- Warehouse Receipts Act (Attorney General)
- Warehousemen's Lien Act (Attorney General)
- Weed Control Act (Agriculture & Food)

Wellington County Board of Education
 and Teachers Dispute Settlement
 Act, 1985 (Education)
 Harbours and Harbours Act (Municipal
 Affairs)
 Wild Rice Harvesting Act (Natural
 Resources)
 Wilderness Areas Act (Natural
 Resources)
 Wilfrid Laurier University Act, 1973
 (Colleges & Universities)
 Wine Content Act (Consumer &
 Commercial Relations)
 Woodlands Improvement Act (Natural
 Resources)
 Woodmen's Employment Act (Natural
 Resources)
 Woodmen's Lien for Wages Act
 (Natural Resources)
 Workers' Compensation Act (Labour)
 Workmen's Compensation Insurance
 Act (Labour)
 York University Act, 1965 (Colleges &
 Universities)
 Young Offenders Implementation Act,
 1984 (Community & Social Services)



Ontario

Ministry of
Government
Services



KWIC Index to Services

This latest edition of the KWIC Index contains information about new programs and services, as well as new addresses and telephone numbers. Our aim in publishing this book and the Government of Ontario Telephone Directory is to make the government as open and accessible as possible to Ontarians everywhere.

The front cover shows the new Ottawa Courthouse and Registry Offices, which we officially opened in January of this year. Built to house operations of the Attorney General and the Ministry of Consumer and Commercial Relations, the building consolidates courts and registry offices throughout the Ottawa area in one location.

For downtown Ottawa, it is a major new landmark, exhibiting the latest in design and building technology. For the Ontario government and the Ministry of Government Services it is also another kind of landmark — our largest building project in twenty-five years. Art by Ontario artists is being placed in and around the building for the public to enjoy. Shown here is Brian Burnett's "Vision of Canada".

The courthouse is part of our effort to improve service to the people of Ontario. The KWIC Index is part of that effort, too. It will help you get to the information and to the people who can help you. If you need further information, please don't hesitate to call the Citizens' Inquiry Bureau at (416) 965-3535.

The Honourable Sean Conway
Acting Minister of Government Services

JUL 2 1987

